

BU Job Series Matrix

Job Family: Physical Environment Services	Job Series Title: Fire Alarm Technician	Job Series Code: X25
Job Series Summary: The Alarm Technician classifications are specialists in the installation, maintenance and repair of fire protection systems and equipment for the Campus and SLAC facilities. There are two levels in the series: Alarm Technician and Alarm Technician Lead. These levels are differentiated by the specific type of work performed and the degree of independence with which it is carried out.		
Job Title: Fire Alarm Technician	Job Title: Fire Alarm Technician Lead	
Job Classification Code: 8384	Job Classification Code: 8385	
Pay Range: A37	Pay Range: A39	
Exemption Classification: Non-exempt	Exemption Classification: Non-exempt	
Effective/Revision Date: 11/01/2018	Effective/Revision Date: 11/01/2018	
Job Responsibilities	Job Responsibilities	
<p>Working under general supervision (or under the direction of a lead technician or supervisor), employees in this classification perform journeyman level work involved in the installation, testing, inspection, maintenance and repair of fire protection systems and fire alarm monitoring equipment.</p> <p>Assignments are normally received in the form of electronic or verbal instructions.</p> <p>Work is typically performed as a team and is inspected in progress and upon completion for compliance with specifications. These employees are responsible for keeping a supervisor advised of work progress.</p>	<p>Employees in this classification lead and direct the work of other technicians in addition to performing all duties of a fire alarm technician.</p> <p>The lead assigns, schedules and explains tasks to employees; helps a supervisor or worker solve task-related problems.</p> <p>Employees at this level do not have supervisory authority over other employees and are not expected to exercise independent judgment on final decisions regarding quality or quantity of work produced by such employees, or personnel actions such as hiring, promotion, discharge or disciplinary measures.</p>	
Characteristic Duties	Characteristic Duties	
<p>The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.</p> <ul style="list-style-type: none"> • Inspect, test maintain, and repair fire protection systems and monitoring equipment, such as fire suppression and extinguishing systems and fire alarm systems in accordance with the California Fire Code (CFC) and National Fire Protection Association (NFPA). • Maintain computer-based inspections in accordance with applicable regulations. • Install devices associated with fire alarm and sprinkler systems (e.g., fire alarm control panels and modules, conduits, wires, water flow switches, etc.). • Respond to fire system emergencies at any time. • Review plans for compliance with the CFC and NFPA codes. • Inspect and perform final walk-through of installed systems in new and major/minor renovations construction projects. • Perform system acceptance test with the Authority Having Jurisdiction (AHJ). <ul style="list-style-type: none"> • Maintain adequate levels of work supplies. Order fire protection equipment under direction of supervisor or lead technician. • Plan, schedule and coordinate testing and/or maintenance service with building managers, supervisors and lead technician. • Respond to campus or SLAC emergencies. 	<p>The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.</p> <p>Typical duties include those of the Fire Alarm Technician level, but with broader scope. Additional duties may include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • Assign and explain tasks to workers based on instructions specifications received from supervisor • Inspect work for conformance with specifications. • Train employees to meet quality and quantity standards. • Advise supervisor of work progress. • Promote adherence to safety rules. • Order tools, parts and fire protection equipment necessary to ensure all equipment are in good working order and comply with California State and NFPA regulations. • Assist supervisor in day to day operations and in reviewing plans for new construction and renovation projects. <ul style="list-style-type: none"> • May perform any of the duties described in the Fire Alarm Technician specification or other duties as assigned. 	
Minimum Education and Experience Required	Minimum Education and Experience Required	

High School diploma and three years' experience as a journeyman level alarm technician or a combination of education and relevant experience.

High School diploma and five years' experience as a journeyman level alarm technician or a combination of education and relevant experience.

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Minimum Qualifications	Minimum Qualifications
<ul style="list-style-type: none"> Requires thorough working knowledge of NFPA regulations, National Electric Code, OSHA requirements, general work safety procedures, and other applicable regulations. Requires knowledge of electrical and electronic theory and practices, usually acquired through the completion of an associate degree in electronics or equivalent certification in electronic trade school, or training as a journey level electrician. Must have working knowledge of the theory of operation of various fire protection systems and equipment. Must have the ability to repair typical equipment encountered, test equipment, diagnose and trouble-shoot problems, and perform new installations under minimum supervision and technical advice. Basic knowledge of PC-based computer systems. Ability to communicate effectively with others both verbally and in writing. Ability to obtain and maintain state certification and NICET Level 2 certification in Fire Alarm Systems. 	<p>The Fire Alarm Technician Leader has all of the qualifications described in the Alarm Technician specification plus the following qualifications:</p> <ul style="list-style-type: none"> Specialized knowledge of campus and/or SLAC fire alarm systems and building locations. Ability to effect good working relationships with other employees. Ability to provide guidance and leadership to others. Ability to train new technicians on established procedures. Demonstrated ability to learn and apply the university's commitment to a respectful workplace including, but not limited to affirmative action, diversity and a workplace free of sexual harassment as it applies to their work group. Ability to obtain and maintain state certification and NICET Level 3 certification in Fire Alarm Systems.
Certificates and Licenses Required	Certificates and Licenses Required
<ul style="list-style-type: none"> Must possess and maintain a valid California Non-commercial Class C Driver's License. 	<ul style="list-style-type: none"> Must possess and maintain a valid California Non-commercial Class C Driver's License.
Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> Ability to obtain and maintain a valid California Non-commercial Class C Driver's License. Ability to work on equipment located at high elevations. Ability to walk, carry/climb ladders, and stretch arms above head consistently for an extended period of time. Ability to carry batteries that may weigh up to 40 pounds to and from fire alarm control panels. Ability to see and hear fire alarm horns and strobes for functionality. Ability to see and read LCD displays on fire alarm control panels. Be able to communicate with other techs using a hand-held radio and cell phone. Ability to read a computer screen to check fire alarm signals. Be able to operate a man-lift when needed to reach fire protection equipment in very high locations. Constantly stand/walk, reach/work above shoulder, grasp lightly. Frequently perform desk based computer tasks, climb (ladders, scaffolds, or other), grasp forcefully, twist/bend/stoop/squat, lift/carry/push/pull objects that weigh up to 10 pounds Occasionally perform seated work, kneel/crawl, lift/carry/push/pull objects that weigh 10-20 pounds Rarely write by hand, sort/file paperwork or parts, use telephone, sweep/scrub/mop, lift/carry/push/pull objects that weigh 21-40+ pounds. 	<ul style="list-style-type: none"> Ability to obtain and maintain a valid California Non-commercial Class C Driver's License. Ability to work on equipment located at high elevations. Ability to walk, carry/climb ladders, and stretch arms above head consistently for an extended period of time. Ability to carry batteries that may weigh up to 40 pounds to and from fire alarm control panels. <ul style="list-style-type: none"> Ability to see and hear fire alarm horns and strobes for functionality. Ability to see and read LCD displays on fire alarm control panels. Be able to communicate with other techs using a hand-held radio and cell phone. Ability to read a computer screen to check fire alarm signals. Be able to operate a man-lift when needed to reach fire protection equipment in very high locations. Constantly stand/walk, reach/work above shoulder, grasp lightly. , Frequently perform desk based computer tasks, climb (ladders, scaffolds, or other), grasp forcefully, twist/bend/stoop/squat, lift/carry/push/pull objects that weigh up to 10 pounds Occasionally perform seated work, kneel/crawl, lift/carry/push/pull objects that weigh 10-20 pounds Rarely write by hand, sort/file paperwork or parts, use telephone, sweep/scrub/mop, lift/carry/push/pull objects that weigh 21-40+ pounds.
Working Conditions	Working Conditions

<ul style="list-style-type: none"> • May be required to work overtime, evenings and weekends, including holidays, sometimes in inclement weather conditions. Respond to service calls 24x7 when on-call. • May be required to travel out of town for training. • May be exposed to high voltage electricity, radiation or electromagnetic fields, lasers, noise > 80dB TWA, heavy metals, temperature extremes, dust, all types of chemicals used in labs, fiberglass insulation, battery acid. • May work in confined spaces or at heights greater than 10 feet. 	<ul style="list-style-type: none"> • May be required to work overtime, evenings and weekends, including holidays, sometimes in inclement weather conditions. Respond to service calls 24x7 when on-call. • May be required to travel out of town for training. • May be exposed to high voltage electricity, radiation or electromagnetic fields, lasers, noise > 80dB TWA, heavy metals, temperature extremes, dust, all types of chemicals used in labs, fiberglass insulation, battery acid. • May work in confined spaces or at heights greater than 10 feet.
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<ul style="list-style-type: none"> • Use personal protection equipment (PPE) that is appropriate to the work being performed. 	<ul style="list-style-type: none"> • Use personal protection equipment (PPE) that is appropriate to the work being performed.
Work Standards	Work Standards
<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/, and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr-processes/policies/policies/labor-relations-collective-bargaining. 	<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/, and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr-processes/policies/policies/labor-relations-collective-bargaining.

