

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Lead Fire and Intrusion Equipment Repair Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Maintenance and Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	047 OSS
<b>REVISED:</b>	July 1, 2002		

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#### **BASIC FUNCTION:**

Lead the activities of technicians responsible for preventive maintenance and repair of the district's fire and intrusion equipment

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

#### **E = Essential Functions**

Work with and lead a crew in repairing and maintaining a variety of automatic reporting fire alarm and intrusion. **E**

Perform the more technical or difficult systems installation and repair work. **E**

Organize schedules and assign the work of journey level staff responsible for providing installation, preventive maintenance, and repairs to fire and intrusion equipment. **E**

Schedule and assign maintenance work orders and requests for maintenance and installation service. **E**

Drive a truck; respond to emergency repair needs. **E**

Develop and maintain complete, accurate records of equipment and alarm zones throughout the district. **E**

Determine needs and orders materials for the maintenance of systems. **E**

Coordinate work with school site and central office staffs as appropriate and make reports to supervisor on progress and scheduling of work. **E**

Evaluate new equipment and recommend additions and changes, as appropriate, to maintain systems integrity and reliability. **E**

Maintain records of time, materials, inventory, and stock usage. **E**

Make layout sketches and read blueprints. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

Availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Materials, tools, and methods used in the installation and maintenance of infrared, microwave, and ultrasonic alarm systems.

Applicable codes and safety regulations.

Planning, scheduling, and leading the work of assigned staff.

Reading and writing English communication skills.

**ABILITY TO:**

Read blueprints and to estimate labor and material requirements.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor setting; driving a vehicle to conduct business.

**PHYSICAL REQUIREMENTS:**

Strength and stamina sufficient to maintain a rigorous work schedule involving driving and/or continuous physical exertion; hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; standing for extended periods of time; dexterity of hands and fingers to install various equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting heavy objects.

Revised 4.2.04—PeopleSoft

Job Code 8225

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