

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Alarm Maintenance Technician II

**Unit:** Maintenance & Operations

**Page:** 1 of 2  
**Job Code:** L1273  
**Original Date:** 07/2018  
**Last Revision:** 07/2018  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 31

---

### DEFINITION

Under the direction of Equipment Repair Supervisor or assigned supervisor, coordinate and oversee the inspection, service, and installation of all fire and intrusion alarm systems within the District and schedule projects and tasks to Alarm Maintenance Technicians.

### EXAMPLE OF DUTIES

1. Provide work direction and training to Alarm Maintenance Technicians; inspect sites and completed work; perform and serve as a technical resource on the more difficult work related to fire and intrusion alarm systems. Work with and train College Police Supervisors and Dispatch Supervisors in the operation of and response to alarm and central station equipment, signals, and software.
2. Along with the inspector of record, act as a specialty inspector on new construction projects for fire, intrusion, and related systems, such as elevator recall, smoke control, and HVAC shutdown operations.
3. Provide project design review and inspection comments for use by the project architect and engineering teams for major construction projects related to fire alarm and intrusion systems code requirements and standards.
4. Investigate and identify the causes of nuisance fire alarm activations and minimize re-occurrence. Determine environmental hazards and conditions that contribute to such events and program logic equations to reduce recurrences.
5. Perform periodic inspections and functional tests on elevator recall and shunt trip functions; inspect, verify signal actuation, and identify code compliant issues associated with fire sprinkler systems.
6. Identify and resolve system faults and malfunctions using digital multi-meters, tone generators, sound meters, telephone test sets, and other related equipment and tools.
7. Program and install computer network communication equipment used for data transmission for fire alarm and intrusion systems that inter-connect with the District's dispatch center.
8. Compile and maintain inspection records for building fire alarm, sprinkler, elevator, and smoke control systems.
9. Estimate time, materials, and costs of repairs and maintain appropriate records.
10. Maintain liaison with vendors, contractors, and District staff. Promote alarm awareness within the District, including operation, response, and evacuation procedures for fire alarm and other emergency situations.
11. Develop, assign, and administer a districtwide database scheme of static network IP addresses that are assigned to fire alarm and intrusion systems.
12. Perform service, inspections, and functional tests on smoke control systems, involving pressurization, preventing smoke spread into non-affected areas, and controlling HVAC equipment.
13. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

- Alarm monitoring, processing, and programming techniques and software.
- Basic electronic methods, tools, and equipment.
- Bosch intrusion and Notifier fire networked alarm systems.
- Computer applications, including word processing, spreadsheet programs, and databases.
- Computer networking and various internet protocols.
- Construction codes related to alarm systems.
- District rules, regulations, policies, and procedures.
- Fire and intrusion alarm design.
- Health and safety regulations.
- Oral and written communication skills.
- Principles of employee training and work direction.
- Record-keeping techniques.
- Technical aspects of field of specialty.

**Skills and Abilities:**

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Design, repair, and maintain fire and intrusion alarm systems.
- Establish and maintain effective working relationships with others.
- Estimate scope and cost of work assignments.
- Inspect and evaluate projects according to specifications.
- Maintain records and prepare reports.
- Meet time lines and schedule activities.
- Operate computer hardware and software, including alarm-related software used in programming, monitoring, and processing alarms.
- Operate electronic testing equipment.
- Operate hand and power tools.
- Plan, organize, and manage multiple projects.
- Read and interpret blueprints, building codes, construction design plans, and specifications used in construction.
- Train and provide work direction to others.
- Work independently with minimal supervision.
- Work with networked alarms, including programming, troubleshooting, and interfacing with a local or wide area network using TCP/IP protocol.

**Training and Experience:**

Any combination of training and experience equivalent to: AA degree with a major in electronics and four years of journey level experience in the design, repair, and maintenance of fire and intrusion alarm system programming, service, and design, including providing training and work direction to others. NICET fire alarm certification is desirable.

**License:**

Valid California driver's license.

**WORKING CONDITIONS****Physical Requirements:**

Category II. May occasionally require considerable physical exertion, stamina, and flexibility: subject to working in cramped areas, climbing and crawling. Must be able to lift and carry 50 lbs.

**Environment:**

May include less desirable extremes; may involve hazardous conditions; may include working with 120 volt wiring and circuits.