



**Job Title:** Fire Sprinkler Technician

**Exemption Status/Test:** Non-Exempt

**Reports to:** Security Coordinator - Systems

**Date Revised:** February 2021

**Dept. /School:** Security

---

**Primary Purpose:**

Maintain district fire systems by performing inspections, repairs and preventative maintenance.

**Qualifications:**

**Education/Certification:**

**Required:**

High School Diploma or GED  
State Fire Alarm License

**Preferred:**

Military Veteran with Honorable Discharge  
Technical Certificate in Basic Electronics

**Special Knowledge/Skills:**

Provide valid Texas Class C driver license and prove insurability to operate district vehicles  
Knowledge of low-voltage electronics  
Knowledge of fire sprinkler systems  
Knowledge of fire alarm systems  
Knowledge of basic electronics  
Aptitude for successful completion of assigned tasks  
Ability to work under pressure in emergency situations  
Basic knowledge of Microsoft Office products  
Ability to work within a diversified culture  
Ability to serve as a role model for all district employees by exhibiting behavior that is ethical, courteous and responsible

**Experience:**

Three (3) years' experience working of fire sprinkler systems

**Major Responsibilities and Duties:**

1. Maintain district fire suppression/sprinkler systems in accordance with all fire codes, best practices and department processes.
2. Maintain district fire alarm systems in accordance with all fire codes, best practices and department processes.
3. Maintain district fire extinguishers in accordance with all fire codes, best practices and department processes.
4. Act as district representative for all fire marshal facility inspections by walking locations with fire inspectors to record and report all deficiencies to ensure fire code compliance.

5. Support other technicians in the field to repair systems (e.g., CCTV, Raptor, Access Control, Intrusion, PA, and Telephone), as needed.
6. Complete work-related documentation in accordance with district processes and policy.
7. Provide support to campus staff as needed to improve system operations.
8. Perform periodic after-hour standby duty to respond to technical issues as needed.
9. Assist with security issues as directed by the director of security.
10. Perform other duties as assigned.

### **Supervisory Responsibilities**

None.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment; personal computer; deck/cellular phone, copier/fax machine and others. Tools and equipment such as school district vehicles, radio communication equipment, mobile phones and safety equipment. Duty uniform.

**Posture:** Ability to stand and sit for prolonged periods; ability to climb a ladder and the ability to kneel or crawl

**Motion:** Prolonged sitting, walking, potential for running, climbing stairs; twisting, reaching, pushing/pulling; overhead reaching

**Lifting:** Lifting up to 50 pounds on a regular basis; light carrying under 50 pounds on a regular basis

**Environment:** Exposure to temperature extremes; exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards, exposure to chemical hazards; electrical hazards; work outside; prolonged exposure to sunlight; work on slippery or uneven surfaces; working alone; working a flexible schedule with little or no notice of shift change and working prolonged or irregular hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions; ability to exercise reasoning and problem-solving skills while under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.