

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Descriptions**

Job Title:	Fire and Security System Specialist	Wage/Hour Status:	Nonexempt
Reports To:	Cluster Manager	Pay Range:	49B
Dept./ School:	Service Center/Maintenance	Date Revised:	01/13/2023

Primary Purpose:

Oversees the Districts compliance in such a manner that no disruption occurs to instructional programs. Provides electrical service with specific responsibility for installing, repairing and/or replacing fire alarm systems and related equipment. Maintains a regular inspection schedule; documenting activities and managing all other compliance related items such as: fire extinguishers, fire sprinkler inspections, fire alarm inspections and fire door and frame annual inspections.

Qualifications:

Education/Certification:

Fire Alarm Technician License High School Diploma/GED Valid Texas driver's license

Driving record that is insurable with Plano ISD's insurance carrier

Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills. Knowledge of fire, health and safety regulations

Ability to work with tools and a basic understanding of building maintenance

Knowledge and skills necessary to install, maintain and repair fire protection systems. Fire sprinkler and fire extinguisher compliance understanding

Such alternatives to the above qualifications the Administration finds appropriate and acceptable

Leadership qualities that will set a positive role model in department. The practice of safe working habits for employees

Willingness to execute written employment contract with Plano ISD

Experience:

Five years of experience in a facility operations environment.

Minimum of five years' experience in fire alarms or other life safety field.

Major Responsibilities and Duties:

Maintain district fire alarm systems in accordance with all fire codes, best practices and department processes

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Maintain district fire suppression/sprinkler systems in accordance with all fire codes, best practices and department processes

Maintain district fire extinguishers in accordance with fire codes, best practices and department processes

Act as district representative for all fire marshal facility inspections by walking facilities with fire inspectors to record and report all deficiencies to ensure code compliance

Perform annual fire alarm inspections as required by the State, in accordance with applicable codes

Assist with annual fire sprinkler and fire line backflow inspections as required by the State, in accordance with applicable codes

Analyzes blue prints, schematics and drawings of fire alarm and fire suppression systems for determining the efficient installation of new or upgraded systems

Diagnoses causes of problems or failures in assigned systems for identifying equipment and/or system repair

Respond to emergencies during and after hours for resolving immediate safety concerns

Identifies catalogs and maintains an inventory of repair parts and materials necessary for the performance of assigned duties utilizing the District computerized inventory system

Maintains assigned vehicle, tools and test equipment for ensuring functionality and availability of equipment in the workplace

Implement and maintain a scheduled preventive maintenance program on the fire alarm and fire suppression systems

Fill out District forms and maintain electronic maintenance records

Maintain records of other compliance responsibilities such as fire sprinkle inspections, fire alarm inspections, fire extinguisher inspections and fire department inspections

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by Manager

Perform other functions that may be assigned by the Administration and/or Manager

Willingness to be on an on-call rotation to be determined

Working Conditions:

Mental and Physical Demands/Environmental factors:

Frequent districtwide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections of all District facilities. Frequent standing, walking, sitting, stooping and kneeling; possible lifting, carrying up to 50 pounds. Work with frequent interruptions, maintain emotional control under stress.

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Acknowledgement:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 1/13/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____ -