



Position Title:	Fire Alarm Supervisor		
Reports To:	Director of Maintenance		
Department:	Maintenance	Job Code:	0712-00E
Prepared By/Date:	Fermin Vazquez/08-9-2010	Job Group:	PEC
Approved By/Date:	Marvin Francisco/08-9-2010	Salary Grade:	15
Revised:	Jennifer C. Brito/08-9-2010	FLSA Status:	Exempt

Summary:

The Fire Alarm Supervisor is responsible for providing technical work that requires advanced knowledge of fire alarm, security alarm surveillance, and signaling systems. They also ensure that all systems comply with national and local codes, most vital for life safety support.

Essential Duties and Responsibilities:

- Supervises the maintenance of fire alarms, access, security, and CCTV systems.
- Supervises annual testing and certification of the fire alarm systems.
- Coordinates the Simplex fire alarm services and network programming.
- Supervises media (phone lines, fiber, and network jacks) for all systems mentioned.
- Manages systems data and security codes.
- Programs access and burglar alarm systems (system and end-users).
- Prepares end-user reports, system reports for preventive maintenance.
- Reviews blueprints for fire alarms and access security system in new construction.
- Inspects job site for quality workmanship.
- Inspects college building and facilities for conformance to code and safety-to-life requirements.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of contract management in a large industry.
- Knowledge of electronic computerized systems, network systems, NFPA codes, local codes, government regulation and codes, inspection procedures, office practices and procedures, mechanical and chemical equipment.
- Knowledge and skill in reviewing fire and security systems administration software.
- Knowledge and experience in spreadsheet, word processing and database systems software.
- Excellent writing and verbal communication skills.
- Ability to work in a multi-ethnic and multicultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree in related field with ten (10) years of related technical experience; or a completion of a two-year vocational program with two (2) years of related technical experience; or Bachelor's degree and six (6) years of related technical experience in fire alarm systems, burglar alarm systems, access control systems, CCTV systems, and code enforcement.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name