Foothill-De Anza Community College District
Office of Human Resources and Equal Opportunity
Classification Services

Approved
Position Description For

Fire/Life Safety Systems Technician

DEFINITION

Under general supervision of the Director of Facilities and Operations, plan, evaluate, repair, inspect, and maintain all district Fire Life Safety systems.

EXAMPLE OF DUTIES

1. Investigate and identify fire alarm and fire sprinkler system problems and develop plans to affect repairs.
2. Evaluate equipment and develop preventative maintenance schedules for all fire systems and their components.
3. Inspect fire systems to ensure conformance with Federal, state, and local regulatory agencies.
4. Design and plan fire system alterations.
5. Review plans and specifications, related to Fire Life Safety, for renovations and new construction.
6. Act as District's liaison with Fire Marshal, and any state or Federal Insurance investigators inspecting district facilities related to fire life safety.
7. Work with Division Deans, and Plant Services leads to inspect, identify and facilitate correction of regulatory violations.
8. Act as state Inspector on major fire life safety construction projects within the district.
9. Prepare correspondence to agencies and vendors as well as preparing informal contracts for material and labor agreements.
10. Affect all hands on repairs related to alarm and sprinkler systems.

EMPLOYMENT STANDARDS

Knowledge of:

1. All Federal, state, and local regulations pertaining to fire life safety
2. Computer and software uses and practices
3. Electrical distribution as it relates to fire life safety
4. Design requirement, technical operating details of fire life safety alarm and suppression systems.
5. Safe work practices based on industry standard Injury and Illness Prevention Practices.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

3. Use a computer for entry and retrieval of information for work assignments.

4. Utilize and repair fire life safety equipment.

5. Prepare sketches and drawings for minor construction projects.

6. Prepare written correspondence to Federal, state, and local agencies.

7. Understand and interpret complex fire life safety regulations.

8. Use electrical and plumbing tools and equipment.

9. Use computer programs, equipment and testing equipment.

10. Interface with administrators, public, staff, students and regulatory agencies.

11. Acquire Division of the State Architect inspection license.

**Experience:**

1. Four Years practical experience with fire life safety systems
2. Four Years practical experience with fire sprinkler and suppression systems
3. One year journeyman-level experience

**Education:**

Completion of High School

**Certification:**

Valid California Drivers Operator's License

Date Approved: October 2006
Range: L-54
EEO-Category: H60