



## School District of Philadelphia

**Title:** Fire Alarm Maintenance Technician  
**Department:** Facilities Management and Services  
**Reports To:** Administrative Superior

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. Over 131,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

### **Job Summary**

Installs, inspects, certifies, maintains, and repairs alarm systems on School District properties. Ensures the operation of all fire alarm systems in accordance with industry standards and codes as well as local, city and state regulations.

### **Essential Functions**

- Installs fire alarm systems and equipment; reads and follows blueprints of electrical layouts and building plans; ensures that all systems are set up in adherence to applicable code and regulations governing their installation and operation as well as according to manufacturers' guidelines.
- Inspects all fire alarm systems to determine compliance with City code requirements and standards; performs annual fire alarm certification activities as required by the City of Philadelphia; provides electrical contractor license number or NICET Level II certification number on all City Fire Alarm Inspection and Certification documents.
- Identifies, evaluates and troubleshoots all fire alarm system problems; uses electronic inspection and diagnostic equipment to determine causes of system difficulties; makes necessary repairs to manual and automatic fire alarm systems.
- Prepares and maintains records and documentation of all repairs and alarm certifications, including inspection reports, and detailed maintenance logs and forms.
- Stays abreast of current developments and trends within the industry.

### **Minimum Requirements**

- High school diploma or equivalent.
- Five years of full-time, paid, journeyman level experience in installing, repairing and certifying Class A, Class B, addressable, non-addressable fire alarm systems.

### **Knowledge, Skills and Abilities**

- Demonstrated knowledge of line voltage coded manual systems.
- Demonstrated knowledge of hard wired Class A and B addressable and non-addressable fire alarm systems.

- Demonstrated knowledge of installation requirements for new systems.
- Thorough knowledge of standard practices, methods, materials and tools used in the fire alarm trade.
- Thorough knowledge of National Fire Protection Agency (NFPA) 72 and local codes.
- Thorough knowledge of occupational hazards and safety precautions associated with fire alarm installations, repairs and certification activities.
- Ability to interpret and work from blueprints, schematics, points list mapping documents and specifications.

**Title:** Fire Alarm Maintenance Technician

- Ability to effectively communicate, both orally and in writing.
- Ability to establish and maintain effective working relationships.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**Certificates/Licenses**

- Valid license as an Electrical Contractor in the City of Philadelphia or valid National Institute for Certification in Engineering Technologies (NICET) Level 2 Certification.
- Valid license to operate a motor vehicle in the Commonwealth of Pennsylvania.

HR Use Only	
Title Code	5031
Salary Grade	2453
Bargaining Unit	Local 32BJ
Date of Establishment	11/05
Date of Last Revision	10/14
Analyst	JAG