Staff Classification Description – Fire Safety Systems Specialist

Skill Category: Technical/Para Professional
Position (Employee) Class: 4N200 (N1); 4N201 (04)
Grade: 11
Date: 10/2014

Department: As assigned

Educational & Experience Requirement: High school diploma or G.E.D. with four years of experience as a fire alarm technician, sprinkler technician, or a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs electronic and systems maintenance required to operate, service, and maintain all related equipment in fire alarm and sprinkler systems.

Supervision Given & Received: Works under minimum supervision and may supervise student helpers and direct other crafts workers.

Primary Responsibilities: Performs monthly, bi-annual, and annual National Fire Protection Association (NFPA) code inspections, maintains inspection and certification records, troubleshoots problems, and performs daily maintenance on all fire alarm and sprinkler systems. Troubleshoots and repairs all fire alarm panels, pull stations, smoke and heat detectors, pumps, valves, piping, and other associated equipment. Establishes inspection criteria to meet all state and federal fire codes. Conducts tests and training on all fire related systems, maintains records, and acts as liaison with the University’s Safety Officer and the State Fire Marshall’s Office. Performs other related duties as assigned.

Other Specifications: Must possess or pass examination for Fire Alarm Technician as administered by the Texas Commission of Fire Protection within one year of employment. Must be able to use all the various tools of the trade and be willing to attend any seminars or training classes necessary to acquire and maintain proficiency in the fire alarm and sprinkler systems. Must be able to operate computer and related equipment. Accuracy in all phases of work performed is a must. Exposure to weather and other hazards. Must be willing to work hours other than 8 a.m. to 4:30 p.m. weekdays. During emergencies, operational failures, and peak use periods, employee may be called in when off shift to work an extended shift. Special procedures sometimes require extended hours. Position requires driving and operating a university vehicle, therefore, a valid Texas driver license and driving record acceptable to the University’s insurance carrier is required. Uniforms and identification badges are provided by the University according to departmental policy.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.