Job Code: 179520

**JOB SUMMARY:**
Assists in servicing, repairing, inspecting and testing fire systems.

**JOB ACCOUNTABILITIES:**

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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.*

**EMERGENCY RESPONSE/RECOVERY:**

Essential: ☐ No
☐ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High school or equivalent

**Minimum Experience:**
- 1 year

**Minimum Field of Expertise:**
- Possess basic knowledge of fire alarm and sprinkler systems. Ability to communicate clearly and effectively. Ability to lift over 50 pounds. Valid California’s driver’s license and clean driving record required.

**Preferred Education:**
- Specialized/technical training

**Preferred Field of Expertise:**
- Demonstrated mechanical and electrical skills. Experience with Notifier alarm systems.

**Skills: Machine/Equipment:**
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Skills: Trade/Auxiliary:**
- Communicate with others to gather information
- Customer service
- Identify technical and equipment problems
- Inspect and evaluate the quality of products
- Knowledge of city and state building codes
- Maintain inventories
- Maintain stock
- Perform general maintenance repair work for equipment and/or facilities
- Understand and apply policies and procedures
- Use and/or operate various stationary machinery, hand held power tools, and/or non power tools
- Use database and/or word processing software

**Supervises: Level:**
May oversee student, temporary and/or resource workers.

Comments:

Flexible work schedule and overtime required. May be required to work various shifts such as evenings and weekends. Will be required to work on ladders.

SIGNATURES:

Employee: ________________________________ Date: ________________________________

Supervisor: ______________________________ Date: ________________________________

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

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