UNIVERSITY OF SOUTHERN CALIFORNIA

Fire/Life Safety Technician II

Job Code: 179524

Grade: G
OT Eligible: Yes
Comp Approval: 11/3/2011

JOB SUMMARY:
Provides servicing, repairing, inspecting, installing and testing fire systems.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

Tests fire systems according to current codes and regulations. Inspects fire systems before, during and after construction projects. Makes recommendations regarding both system installations and service requirements.

Performs preventive maintenance on fire systems. Troubleshoots and repairs fire systems.

Coordinates with contractors for fire system additions and changes. Works with customers and/or building managers to schedule services.

Performs minor installations of fire alarms, as needed.

Enables and disables fire systems for construction projects, events and maintenance.

Tracks fire systems impairments. Accounts for the operational status of all fire systems. Enters fire system testing documentation into the fire system database.

Maintains stock levels and storage of new and used fire system equipment. Keeps accurate records of materials and time. Ensures proper use of resources and time.

Responds to fire/life safety system activations, alarm, trouble and supervisory calls. Stands in as fire watch when fire systems are impaired.

Trains others in responding to emergency call-ins.

Maintains current knowledge on existing and pending legislation within the industry. Ensures program design(s) reflect the most recent standards and regulations.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

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

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
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:**
- 3 years

**Minimum Field of Expertise:**
- Experience as a Fire/Life Safety System Technician. Possess comprehensive knowledge of fire alarm and sprinkler systems including system programming. Knowledge of National Fire Protection Association (NFPA) standards. Must pass Los Angeles Fire Department (LAFD) Regulation 4 certification test within 6 months of employment. Demonstrated mechanical and electrical skills. 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:**
- Associate’s degree
- Specialized/technical training

**Preferred Experience:**
- 5 years

**Preferred Field of Expertise:**
- National Institute for Certification in Engineering Technologies (NICET) Level 2 fire alarm certification. 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
- Install equipment, machines, or wiring to meet specifications
- Knowledge of city and state building codes
- Maintain inventories
Maintain stock  
Perform general maintenance repair work for equipment and/or facilities  
Read, write and understand documentation and reports  
Schedule appointments  
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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