



## Columbia County School District Job Description

<b>Position Title:</b> Emergency Systems Technician		
<b>Department:</b> Facilities, Maintenance and Operations	<b>Evaluation Instrument:</b> Performance of this position will be evaluated annually by the Chief Facility Officer in accordance with Policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> General Services Salary Schedule, Grade J	<b>Pay Type:</b> Non-Exempt	<b>Retirement:</b> Public School
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Chief Facility Officer		

### MINIMUM QUALIFICATIONS

**Education:** Technical school diploma in related field. High School diploma or equivalent.

**Essential Knowledge/Skills:** Proficient ability to install, maintain and repair various types of fire alarms, intrusion alarms, telephone lines for fire and security alarm systems, intercoms, call stations, TV distribution, sound systems, scoreboards, and security cameras; Extensive knowledge of the fire alarm and life safety codes; Journeyman level background in electronics, alarms, and sound system; Must have basic computer and typing skills; Able to make repairs and do preventive maintenance on all of the components that make up a school or facility; Must be able to read and interpret building blueprints; Must be able to follow oral and written directions with minimal to no supervision or work as part of a team; Requires regularly lifting, carrying or transferring of 40lbs and occasional lifting and/or moving of 100 pounds; continuous standing, walking, squatting, bending, twisting, pushing, pulling, reaching with hands and arms; using hands and fingers to operate objects, tools, or control; Must be capable of working off ladders of different type, lifts, and must not be afraid to work at different heights; May be subject to noise, vibration and temperature changes.

**Experience:** Four (4) years field experience working on various types of equipment identified in the essential knowledge and skills section above. Experience must either be from a certified company licensed for this type of work or a public school system.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Maintains the schools / facilities to the FMO Maintenance Standards as specified in the FMO Employee Handbook.
- Must follow oral and written directions with minimal to no supervision and makes appropriate decisions with routine tasks.
- Must work independently and cooperatively within the team.
- Follows all general personnel procedures and guidelines, including safety, per the FMO Employee Handbook.
- Must perform duties according to the FMO Employee Handbook and the FMO Maintenance Standards while maintaining professional behavior at all times
- Ensures that all emergency systems are 100% operational at all times.
- Responsible for the total maintenance of all school systems alarms (fire and security – including security cameras and telephone lines), intercoms, smoke detectors, scoreboards, NOAA radios, and TV distribution panels.
- Responsible for the preventive maintenance of all school system intercoms, security alarm operations, camera operations, and smoke detectors.
- Addresses all emergency systems concerns for a particular facility with the FMO Executive Director.

- Must be able to complete all emergency systems work orders within 24 hours of entry in the computerized work order system.
- Must be able to complete all preventive maintenance work orders in the computerized work order system per the procedure specified in the FMO Employee Handbook.
- Identify emergency systems issues that have not been reported and make repairs accordingly. Work orders are to be entered by the technician.
- Submits changes / updates for the Facilities Book each week after projects are completed in the work order system. Update the camera system master sheet (for all facilities), in the Facilities Book, by marking the location of where the cameras are installed, removed, or relocated.
- Coordinates necessary vendor repairs, installations as directed by the Executive Director of FMO.
- Maintains a well stocked and organized Supply and Equipment Room at FMO complex (in order to limit the number of trips to the supply house).
- Must keep assigned vehicle clean, organized, and well equipped at all times.
- Ensures that there are minimal disruptions of the school's daily activities.
- Maintains accurate files, records and reports on file.
- Keeps Executive Director of FMO informed and up-to-date on all activities.
- Completes the required weekly paperwork and submits to the Executive Director of FMO during weekly meetings as specified in the FMO Employee Handbook.
- Must understand safety principles and procedures and apply them in the workplace.
- Must respond to any emergency request as assigned by the Executive Director of FMO.
- Assists with any emergencies that occur on a system-wide level.
- Performs all other related or non-related tasks as assigned by the Executive Director FMO with a positive attitude.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** August 2012