

School District No. 43 (Coquitlam)

CLASS SPECIFICATION

ALARM SYSTEM TECHNICIAN

SUMMARY:

The Alarm System Technician reports to the Manager of Maintenance and the Leadhand - Trades and completes low voltage electrical systems tasks with a minimum of supervision.

DUTIES:

Installs, modifies, troubleshoots, repairs and maintains low voltage electrical systems including fire and intruder alarm, public address, bell and clock systems, etc. Performs preventive maintenance inspection of fire and security alarm equipment and fixtures; prepares written reports of condition and recommendations.

Provides orientation on alarm systems and procedures to security runners, caretakers, trades and other employees.

Provides estimates and advice on new installations, repairs or modifications. Orders related supplies and equipment.

Analyzes and interprets alarm reports to identify trends and problems and recommend solutions.

Represents school district at inspection of fire alarm systems.

Reads, understands, modifies and maintains related technical drawings, schematics and blueprints. Maintains current working knowledge of applicable codes and regulations.

Supervises uncertified trades when they are assigned to assist.

Reports unsafe conditions. Work may be assigned in other classifications in times of emergency.

Keeps a detailed account of work performed for the computerized costing system.

Operates power and manual tools related to the job such as computer, drills, meters, etc.

REQUIRED KNOWLEDGE AND SKILLS:

Graduation from a Security Alarm Installer program at a recognized college/institution including successful completion of the Security Alarm Installers Certificate of Qualification

Four years experience (18 month apprenticeship plus 30 months recent experience) installing, maintaining, troubleshooting and repairing a variety of the latest technology in fire and security alarm systems.

A valid B.C. drivers licence.

RATIFIED BY UNION: _____ **DATE:** _____

RATIFIED BY EMPLOYER: _____ **DATE:** _____

