

Job Title: Foreman, Alarms and Electronics

Wage/Hour Status: Hourly

Reports to: Director

Pay Grade: 409

Dept/School: Maintenance, Buildings & Grounds

Date Revised: June 3, 2019

Primary Purpose

Maintain and repair electronic, fire and security equipment promptly and efficiently in order to obtain peak performance and reliability.

Qualifications

Education/Certification

High school diploma or GED
Fire Alarm Technician License
Valid Texas Driver's License

Special Knowledge/Skills

- Ability to speak, read and write English
- Knowledge of Fire Alarm Rules, Texas Administrative Code and National Fire Codes
- Ability to read and understand blueprints as they pertain to security, fire alarm, and special systems

Experience

Five (5) years experience in general electronics, including digital electronics and security equipment

Major Responsibilities and Duties

1. Develop and coordinate activities assigned to the Alarms and Electronics Section.
2. Direct and inspect emergency and preventive maintenance work on the fire and security systems.
3. Coordinate a schedule of work with school officials and director.
4. Inspect equipment and instruct custodians in its operation.
5. Determine materials requirements and order supplies for daily use and future needs.
6. Maintain daily and annual logs and records of work.
7. Perform work of electronic technician.
8. Aid and counsel design engineers when systems are modified or added.
9. Test, evaluate and assist in preparing specifications for new and replacement equipment.
10. Upgrade systems to ensure compliance with local, state, and federal codes.
11. Assist in preparation and implementation of department budget.
12. Operate equipment uses tools following established safety procedures.
13. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing.
14. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
15. Maintain tools and equipment and perform preventive maintenance as required.

Supervisory Responsibilities

Supervise Alarms & Electronics Technicians

Equipment Used

Test equipment, schematics, hand and power tools, alarm system, security equipment, and personal computer.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Ability to operate hand, power, and bench tools. Work in tiring and uncomfortable positions, indoor and outdoor. Exposure to extreme temperatures. Must be able to lift 45 pounds or more. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees
Flexible work schedule may include Saturday and Sunday as regular workdays.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

Employee: _____

Job Title: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.