

Fire Alarm Technician

Job Description



Job Title:	Fire Alarm Technician	FLSA:	Nonexempt
Reports to:	Maintenance Supervisor and Maintenance Leadership Team	Pay Grade:	Auxiliary 5
Dept./School:	Maintenance Department	Calendar Days:	256
		Revised:	8.15.2025

Primary Purpose

The Fire Alarm Technician responds to and resolves fire protection and safety system issues, performs maintenance and repairs, ensures compliance with safety procedures and codes, and supports the safe and efficient operation of district facilities through timely work order completion, preventive maintenance, and emergency response.

Qualifications

Education/Certification:

- High school diploma from an accredited high school or GED
- Fire Alarm Technician (FAL) license within 90 days of hire
- Valid Texas Driver's License
- Eligible for coverage under the district's vehicle insurance program

Special Knowledge/Skills:

- Knowledge of state and local building, fire, and electrical codes
- Knowledge of electrical installation practices and requirements
- Ability to read and interpret blueprints, diagrams, schematics, and written reference material
- Ability to maintain, repair, and service fire alarm equipment
- Proficiency in using hand and power tools
- Ability to perform measurements and mathematical calculations
- Ability to read, write, speak, and understand the English language
- Ability to follow written and verbal instructions
- Ability to work independently and supervise personnel
- Strong organizational, communication, and interpersonal skills

Experience:

- Trade experience preferred

Major Responsibilities and Duties

Maintenance and Repair

1. Serve as a first responder to all systems, including but not limited to fire alarms, Ansul systems, elevators, and fire sprinkler systems
2. Respond to emergency calls as needed
3. Receive and complete work orders in a timely manner
4. Select materials and hardware, prepare time and materials cost estimates, and maintain accurate records of materials and labor used
5. Inspect completed jobs to ensure quality, cleanliness, and removal of excess materials
6. Perform preventive maintenance on tools and equipment to ensure safe operating conditions

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7. Maintain an inventory of district-owned tools, equipment, and materials

Safety

8. Follow established safety procedures and techniques, including lifting and climbing
9. Operate tools and equipment according to safety guidelines
10. Correct unsafe conditions in the work area and promptly report any that cannot be immediately corrected to the supervisor
11. Follow established procedures for locking, checking, and safeguarding facilities

Other Duties

12. Attend training classes and seminars as directed
13. Follow District policy, administrative guidelines, and Employee Handbook/Supplement directives
14. Adjust work schedule as needed to meet workload demands
15. Perform other duties as assigned

Supervisory Responsibilities

None

Evaluation

An evaluation shall be completed in writing at least once during each school year.

Work Environment

Tools/Equipment Used: Electrical measuring and testing equipment; hand tools; power tools; dollies and cart; light truck or van; computer

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, bending, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) daily

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures and excessive humidity and dampness, dust, fumes, smoke, gas, toxic chemicals and materials, solvents, grease, oil; noise, vibration, and electrical hazards; work around machinery with moving parts, moving objects and vehicles; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.