AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**BD TECHNICIAN FACILITIES FIRE SYSTEMS**			PAY GRADE:	**AUX 11**
DUTY DAYS:	**260**	FLSA STATUS:	**NON-EXEMPT**	DATE REVISED:	**10/27/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS BOND FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. Five (5) years of related experience is required. Incumbent must have considerable knowledge of facility fire suppression systems. Incumbent must be able to obtain a BPAT License and Private Fire Hydrant Tester certificate and Fire Alarm License within 6 months of hire. Incumbent must have a valid Texas Driver's License and it must be in possession at all times when in an AISD vehicle.

SKILL REQUIREMENTS:

This position requires the ability to organize and coordinate work and to effectively work with others. Incumbent must have a thorough knowledge of fire and safety equipment and be able to maintain accurate written and computer records. Incumbent must be able to understand and troubleshoot basic electrical circuits. Incumbent must be able to understand oral and written instructions, have knowledge of reading and writing technical data and make simple mathematical calculations. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position performs fire and safety equipment inspections, maintenance, and repairs. Incumbent must be able to properly document work activities as well as communicate effectively, verbally and in writing, with co-workers and contractors.

ESSENTIAL FUNCTIONS:

- Conducts periodic inspections and services facility fire suppression systems.
- Working knowledge of AC/DC electrical circuits.
- Documents equipment inspections and service.
- Contribute to bid specifications for vendor bids.
- Coordinate with vendors on repairs to district equipment.
- May be required to work on an 8ft step ladder, or one man lifts on occasion. .
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard office equipment including computer and peripherals; district vehicle, ladders, multimeters, and handheld tools required to complete job task, ladder, one man lift.

Posture: Prolonged sitting; occasional kneeling/squatting, bending/stooping, pushing/pulling, and twisting, entering crawl spaces

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching, climbing stairs/ladders, and overhead reaching; frequent driving

Lifting: Frequent light lifting and carrying (less than 15 pounds)

Environment: Work inside in office environment; occasional work outside, on slippery or uneven walking surfaces; occasional exposure to extreme hot and cold temperatures, dust, electrical hazards; may work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	