

# AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	BD TECHNICIAN LOW VOLTAGE			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	AUX 10	DUTY DAYS:	260	DATE REVISED:	03/28/2025 HC
FUNDING SOURCE:	THIS POSITION IS BOND FUNDED.				

## **MINIMUM QUALIFICATIONS:**

This position requires a high school diploma or equivalent. Three (3) years of fire or intrusion alarm industry experience. Texas FAL and/or Texas Burglar Alarm license is preferred.

## **SKILL REQUIREMENTS:**

This position requires troubleshooting skills for low voltage wiring and equipment. The incumbent must be able to proficiently use test equipment including a multimeter, LAN tester, telephone butt set, and proprietary testing equipment. The incumbent must be able to dress low voltage wiring and terminate cable ends. This position requires that the incumbent be able to pass the Texas FAL test within six months of hire. The incumbent must be trainable to perform NFPA72 fire alarm inspections and maintenance.

## **JOB PURPOSE AND RESPONSIBILITY:**

Position plays a key role in the required inspection and testing of commercial fire alarm systems in AISD facilities. This position maintains intrusion alarms for District facilities.

## **ESSENTIAL FUNCTIONS:**

- Troubleshoot and repair fire alarm, intrusion, access control, video systems, and communications equipment in the shop and field.
- Perform annual fire alarm inspections in accordance with NFPA72.
- Repair and replace NAPCO security panels and devices to maintain integrity of the District's intrusion alarms.
- Complete necessary inspection reports and work orders according to department policy.
- Read and interpret as-built drawings to facilitate ITM procedures.
- Utilize digital and hard copy documents for workflow products.
- Respond positively to unexpected obstacles such as scheduling conflicts at campuses and maintain required level of testing activities.
- 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 required tasks as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

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### **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

This position will require the incumbent to work after-school hours to complete ITM of fire and intrusion alarms. Hours of work are subject to change to accommodate the needs of the District.

Work is performed on campuses and other buildings. The incumbent will participate in scheduled after-hours on-call rotation for one-week intervals occurring approximately every two months. On call twenty-four (24) hours a day for emergency security equipment repairs if a team effort is required. Adverse conditions include cold, heat, darkness, dampness, dirt, and dust. Hazards include electrical shocks or burns, cuts, crushed fingers, falls from ladders, and entry to confined spaces. A considerable portion of the work is performed on ladders to 24 feet and lifts to 40 feet above floor level. Driving is required in all weather conditions. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

### **PERSONAL WORK RELATIONSHIPS:**

This position reports directly to the Facilities Safety Systems Supervisor. This position will have frequent contact with custodians, administrators and other AISD staff.

*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:**