



Position Description

TITLE:	Fire Alarm Technician	REPORTS:	Assistant Director Maintenance
COMMUNITY:	Operations	CLASSIFICATION:	AFT
FLSA:	Non-exempt	WORK YEAR:	12 Month
ISSUED:	February 2026	SALARY:	AFT Salary Schedule

PRIMARY PURPOSE:

The purpose of this position is to perform highly skilled work installing, repairing, and maintaining fire alarm systems and components throughout the district. The employee provides guidance and assistance to less experienced workers.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = ESSENTIAL FUNCTIONS

Performs skilled work to install, adjust, operate, and maintain all fire alarm systems. **(E)**

Supports and follows energy and resource conservation measures. **(E)**

Adjusts, calibrates, and operates equipment and test instruments used in the fire alarm trade; uses hand and power pipe cutters and threaders, bending tools, drills, amp meters, multi-meters, and other tools. **(E)**

Performs high work on staging, ladders, lifts, and scaffolding as required; performs strenuous manual labor required for climbing, over-head work, and ditching for underground services. **(E)**

Performs maintenance, installations, and inspections as required by NFPA and NEC. **(E)**

Evaluates, inspects, and commissions fire alarm installations in new constructions and other contractual work for completion, certification, and acceptance by the school district. **(E)**

Reads blueprints and schematics as required to perform installation and maintenance of building services. **(E)**

Practices all safety requirements associated with electrical work. **(E)**

Estimates labor and materials costs, from rough work requests and oral instructions. **(E)**

Works from plans, sketches, patterns, blueprints, and written and oral directions. **(E)**

Directs helpers and laborers, and trains as required. **(E)**

Operates trucks up to five tons as necessary in the performance of the trade. **(E)**

Maintains records incidental to fire alarm equipment and preventive maintenance program for all fire alarm equipment in the school district. **(E)**

Serves as member of the maintenance team of the district; performs related duties consistent with the scope and intent of the position as assigned. **(E)**

Provides assistance to other skilled trades personnel as needed. **(E)**

Maintains records incidental to the equipment history and preventive maintenance program for equipment in the school district. **(E)**

REQUIRED QUALIFICATIONS:

- High school diploma (or equivalent)
- Five years' experience working in the fire alarm installation or service; associate degree or vocational technology equivalent in electronics is preferred; considerable training with Notifier and Edwards fire panels is highly desirable; or any equivalent combination of education, experience and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work.

LICENSING AND CERTIFICATION:

- Valid Washington State driver's license.
- Valid Washington State journey level low voltage electrician's license Preferred.
- NICET Level II, CFAT Level II or higher Certification.

PREFERRED QUALIFICATIONS:

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance.

REQUIRED KNOWLEDGE AND ABILITIES:

Must demonstrate a successful level of the knowledge, skills, and abilities listed below

Knowledge of:

- Considerable knowledge of Edwards and Notifier addressable fire panels.
- Electronic communication, computerized work order system, and Windows.
- Fire alarm systems and fire alarm dialers.
- Electrical theories, principles, and application.
- Tools, materials, and equipment used in the electrician's trade.
- Proper safety precautions and procedures when working around electricity, including lock-out/tag-out and confined space procedures.
- Federal, state and local standards and codes relating to fire alarms and related equipment.
- Fire alarm circuits to include initiating, indicating, and supervisory circuits.
- Battery calculations and testing procedures.

Ability to:

- Follow technical instructions, to plan, to organize, and to order materials with little supervision.
- Troubleshoot fire alarm problems and perform corrective maintenance and repair of fire alarm systems and equipment.
- Wire new installations.
- Establish and maintain effective working relationships with other employees
- Install, adjust and maintain beam detectors
- Troubleshoot and maintain auxiliary fire alarm equipment to include remote annunciators, fire alarm dialers, supervisory devices, fire door release devices, printers, and sprinkler pre-action panels.
- Program Notifier and Edwards fire panels and Napco and Silent Knight dialers.
- Assist in minor electrical repair as needed including ballast changing and switch and outlet repair.
- Skill in the operation and maintenance of all tools and equipment of the fire alarm trade.

WORKING CONDITIONS:

Environment:

- The daily work is performed both inside and outside the buildings and on the building's grounds.
- The work requires walking two to six miles per day.
- The work at times will be performed during night and adverse weather conditions in hot, cold, rainy, and snowy environments.
- Work requires adherence to established dress guidelines, which includes provisions for safety.
- An employee may be required to work overtime or other shifts on short notice.
- Some positions may be required to work a swing shift or modified day shift.
- Regular attendance is required.

Physical demands:

- The work is of a manual nature and requires the ability to walk, bend, stoop, crouch, climb, crawl, stand for long periods of time, twist, reach, push, and pull, and use far and near visual acuity.
- At times the work is of a strenuous nature and the employee must be able to lift or pack weights up to 50 pounds unassisted to shoulder height using proper personal lifting procedures.
- Weights over 50 pounds will be lifted with proper safety equipment and assistance.
- Bending at the waist, kneeling, or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods, Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

Hazards:

The work requires the employee to work around asbestos, chemicals, hazardous materials, fumes, paints, dusts, electrical and mechanical equipment, confined space, and fluid hazards, which requires the employee to follow all proper federal, state, and local codes, safety policies and procedures, and MSDS data information and to wear proper personal protection equipment

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Community of Human Resources.

Evaluation:

Evaluation responsibilities are assigned to the Assistant Director Maintenance.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.