



**JOB TITLE:** Technician II, Electronics & Alarms  
**DATE REVISED:** November 5, 2024  
**REPORTS TO:** Manager, Electronics & Alarms  
**DEPARTMENT/CAMPUS:** Facility & School Services: Maintenance  
**PAY GRADE:** MT7  
**FLSA:** Non-Exempt

#### **JOB PURPOSE SUMMARY:**

This position is responsible for installing, servicing, programming, and repairing electronic systems such as fire alarms, PA systems, cameras, and digital signage throughout the District to ensure facility safety and effective communication.

#### **KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**

##### ***Maintenance and Servicing of Electronics & Alarms:***

1. Installs, services, programs, and repairs electronic systems, including fire alarms, PA systems, cameras, scoreboards, and digital signage, ensuring proper operation and functionality.
2. Researches, identifies, and orders replacement fire alarm equipment, components, and parts to maintain system reliability.
3. Operates testing equipment and diagnostic meters to troubleshoot and verify system performance; uses software for PA systems, scoreboards, and marquees.
4. Conducts system inspections to ensure compliance with local, state, and federal regulations and codes.
5. Reads and interprets blueprints, schematics, and technical documents to support accurate system installations and maintenance.
6. Maintains detailed disaster recovery documentation, including procedures, contact information, and inventory for assigned systems.
7. Provides training to end users on the operation of systems, ensuring they understand basic functionality and troubleshooting.
8. Develops and implements a preventive maintenance schedule for electronic and alarm systems, reducing downtime and extending equipment life.
9. Performs complex diagnostics and troubleshooting on electronic and alarm systems to identify and resolve issues, minimizing system disruptions.
10. Monitors and manages inventory of essential parts, tools, and equipment, ensuring timely restocking to support continuous operations.
11. Maintains detailed records of inspections, repairs, and compliance activities, preparing reports for audits and regulatory reviews.
12. Provides regular updates to facility managers and stakeholders regarding system status, upcoming maintenance, and any operational changes.
13. Assists with electronic and alarm system setup and troubleshooting for special events, ensuring systems function optimally for communication and safety needs.
14. Conducts quality checks on installations and repairs, verifying that systems meet operational and safety standards before finalizing work.
15. Maintains readiness for emergency response situations, ensuring all electronic and alarm systems are operational and ready for immediate use.
16. Collaborates with other departments to coordinate projects, ensuring seamless integration of electronic systems with facility operations.

**Compliance:**

17. Performs all activities in accordance with standard procedures and protocols established by the Maintenance Department and the District, and ensures compliance with all relevant safety and environmental standards, practices, and regulatory requirements set forth by regulatory bodies and governing agencies including, but not limited to, the Occupational Safety and Health Administration (OSHA), Federal Communications Commission (FCC), Environmental Protection Agency (EPA), and Texas Administrative Code.
18. Demonstrates and maintains up-to-date knowledge of compliance requirements as they pertain to electrical safety, fire safety, lock out/tag out, personal protective equipment (PPE), usage of radio frequency devices for communication, alarm and signage accessibility, environmental compliance for handling of hazardous waste, and other relevant requirements applicable to the job function.
19. Monitors respective work activity for variances and anomalies.
20. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
21. Assists with audits and the preparation for audits, whether initiated internally or externally, as assigned.
22. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

**General:**

23. Demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
24. Displays integrity, responsibility, accountability, teamwork, and ethics.
25. Assists department leadership in the compilation of miscellaneous confidential reports, as requested.
26. Attends departmental and organizational meetings, as required.
27. Participates in continuing education programs and related activities relevant to the job function, as required.
28. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols and standard practices.
29. Demonstrates advanced working knowledge of computer programs including, but not limited to, fire alarm and security system software, public address (PA) and communications software, diagnostic and testing software, maintenance management software, inventory and asset management software, and blueprint and schematic viewing software.
30. Demonstrates proficient working knowledge and understanding of spreadsheet, word processing, and email applications, such as Google Sheets, Docs, and Slides, as well as other relevant systems and programs applicable to carrying out the essential duties and responsibilities of the job function.
31. Maintains assigned work vehicle, tools, and equipment in clean, safe, and operable condition.
32. Performs other duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS**

- High school diploma or equivalent GED
- Three years of experience working in a same or similar capacity with responsibility in the field performing installing, servicing, and/or troubleshooting fire alarm systems, PA systems, or other electronic equipment; or
- An equivalent combination of education and work experience.
- Active, Valid, and In Good Standing Texas Fire Alarm Technician (FAL) License duly issued by the Texas Department of Insurance State Fire Marshal's Office, and
- Active, Valid, and In Good Standing Texas Driver's License

**CORE KNOWLEDGE, SKILLS & ABILITIES:**

**Safety:** Identifies and appropriately addresses existing and predictable hazards in the working environment that could pose dangers to others or the environment.

**Problem Solving:** Identifies potential issues, sources for appropriate solutions by looking beyond the obvious, and applies effective methods to resolve issues in support of departmental goals.

**Functional & Technical Skills:** Demonstrates proficient functional and technical knowledge, skills, and abilities needed to do the job at a high level of accomplishment.

**Attention to Detail:** Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.

**Technician II, Electronics & Alarms**  
Job Description

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

This position requires frequent standing, walking, bending, and reaching to perform installation, maintenance, and repair tasks on electronic and alarm systems, with occasional sitting for documentation and planning activities. The role primarily involves working both indoors in various facility environments and occasionally outdoors for system inspections, servicing, and installations. Exposure to varying weather conditions, such as rain, heat, or cold, may occur when accessing outdoor equipment. Moderate noise levels from tools, alarms, and other electronic equipment are expected, and strict adherence to safety protocols, including the consistent use of Personal Protective Equipment (PPE), is essential. This position also requires the ability to lift and carry items weighing up to 50 pounds. Additionally, the role may involve operating District vehicles within facilities or traveling to offsite locations for system servicing and emergency responses.

**EMPLOYEE ACKNOWLEDGEMENT:**

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

**Employee Printed Name:** \_\_\_\_\_ **Employee ID Number:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_