



AUXILIARY FIRE ALARM/ASBESTOS TECH

Rev. July 2025

Job No.: 7901

Reports to: Director, Facilities

Dept./Campus: Plant Services

FLSA Status: Non-exempt

Pay Grade: 709

Term: 247 Days

PRIMARY PURPOSE:

To perform preventative maintenance, service and programming to maintain the maximum performance and operation of fire alarm systems, devices and components to ensure the safety of District property and occupants.

MAJOR RESPONSIBILITIES AND DUTIES

- Perform preventative maintenance of fire alarm systems and diagnose program activity.
- Maintain and replace devices as needed including circuit boards and wiring for preventive maintenance or repairs.
- Act as the district liaison with alarm monitoring company and resolve problems as needed to insure maximum fire systems operation.
- Asbestos Audit record keeping through TASB.
- Asbestos Regulatory Compliance.
- Prepare and submit required reports to regulatory agencies as needed.
- Stay up to date on Asbestos awareness and safety procedures.
- Participate in professional development activities to enhance knowledge and skills related to asbestos management.
- Ensure that the district complies with all relevant laws and guidelines pertaining to asbestos.
- May need to be available after hours for repairs or inspections.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Valid FAL or able to acquire it within one year.
- Valid Texas Class "C" Operator's Driver's License. Driving record must meet district standard for driving district vehicles.
- Five years related experience in the installation, repair, replacement, and maintenance of fire suppression and fire alarm systems, related hardware preferred.
- Preferred 5 years' Experience working with Low Voltage electrical and Electrical up to 120Volts.
- General knowledge of functions of a fire alarm system and how they work.
- TASB Asbestos Designated Person Training

Knowledge/Skills/Abilities:

- Knowledge of Gamewell, Notifier and Silent Knight fire alarm systems; office software; and fire alarm systems preferred, HVAC fire controls, power supplies, all devices, main panels and annunciators.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Ability to establish and maintain effective working relationship with students, staff and the community.
- Ability to learn and decipher fire and compliance codes.
- Ability to learn new Fire systems and troubleshooting techniques.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions of other information.
- Must move about within building to perform maintenance work.
- Occasionally ascends/descends a ladder.
- Constantly positions self to be able to reach items on ground or above head.
- Frequently moves items weighing up to 50 pounds.
- May be exposed to high or low outside temperatures.
- Maintain composure and professionalism at all times.