MAINTENANCE ELECTRONIC/ALARM TECHNICIAN
Series Specification
Maintenance Electronic/Alarm Technician
Lead Maintenance Electronic/Alarm Technician

DEFINITION

Under the direction of the Utility Systems Supervisor and the Lead Alarm Technician, installs, modifies, maintains, repairs and overhauls all alarms and control systems installed at district facilities including: electrical and electronic control systems such as intrusion alarm systems, computer controlled fire alarm systems, closed circuit TV (CCTV) systems and other low voltage systems installed within the district.

TYPICAL DUTIES

Responsible for installing, modifying, programming, maintaining, testing, repairing and overhauling of all control systems at campus facilities including, but not limited to: electrical and electronic control systems, electronic alarm systems such as computer controlled fire alarm and intrusion alarm systems, CCTV, and transmission and monitoring systems for all process control for utilities and building operations.

Determines maintenance methods and sequence and/or maintains systems, components, fixtures and equipment in accordance with established work order maintenance schedules, service calls or specific assignments by supervisor. Performs work according to manufacturer’s specifications, departmental guidelines, trade practices, blueprints, shop drawings and schematics.

Inspects control systems to determine preventative maintenance, routine and emergency repairs. Replaces defective components and wiring and adjusts or repairs parts; adjusts and calibrates equipment according to specifications. Reports discrepancies or necessary follow-up to lead alarm technician and/or supervisor. Maintains files of alarms and controls system diagrams generated from field investigation.

Develops and maintains maintenance and service records of each system by facility. Develops and implements operations tests, inspections and surveillance procedures.

Performs duties and responsibilities with view toward department goals, energy conservation and support of academic and institutional goals.

Performs other duties as required.

ALLOCATION FACTORS

Variety and difficulty of assigned tasks; degree of leadership exercised and received.

LEVEL DESCRIPTIONS

Maintenance Electronic/Alarm Technician: The journey-level technician class of the series. Incumbents, under direction of lead Electronic/Alarm Technician, perform skilled, technical electronic monitoring, control, and alarm installation, maintenance and repair throughout the District.

Lead Maintenance Electronic/Alarm Technician: The lead level class of the series. The lead technician, under direction of the Utilities Supervisor, performs skilled, technical electronic monitoring, control, and alarm design, installation, maintenance and repair throughout the district. Consults with
District staff in the planning, design, and expansion of new and existing systems; assigns and reviews the work of maintenance electronic/alarm technicians.

**QUALIFICATIONS**

**EXPERIENCE**

**Promotional**

Maintenance Electronic/Alarm Technician

Equivalent to completion of apprenticeship in electronics and three years experience as an alarm technician. Alarm certification or equivalent required.

**General**

Five (5) years experience in electronics and alarm installation. Journey level experience and alarm certification or equivalent required.

**Lead Maintenance Electronic/Alarm Technician**

One year of experience in the Los Rios CCD performing Electronic/Alarm technician duties at the series entry level.

Six years of experience in electronics and alarm installation in increasingly responsible positions. Alarm certification or equivalent required.

**SPECIAL REQUIREMENTS**

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a medical evaluation.

**KNOWLEDGE OF**

**Both Levels:** Theory, function and design of communications, electronic and electromechanical systems and equipment; proper use and maintenance of hand and power tools related to job function, including electronic testing and measuring equipment in diagnosing and repairing malfunctions of electronic equipment; computers, programs and their operation with fire alarm control systems; applicable electrical, fire and safety codes, rules and regulations, as well as ability to understand district policies and procedures as related to the position. Thorough journey level knowledge and skill in alarms and control systems; working knowledge and skills in additional functional areas including computers, programs and operations as related to fire alarm systems.

**Lead Maintenance Electronic/Alarm Technician:** Basic principles of leadership; understanding of all safety, design, construction, access, and environmental compliance requirements.
ABILITY TO (ESSENTIAL FUNCTIONS)

Both Levels: Perform basic functions of the position; interpret blueprints and systems diagrams; isolate malfunctions, locate and correct electrical and mechanical defects in electronic and electromechanical equipment; observe and practice working habits and maintain security of buildings and systems, and effectively work individually or in teams, as well as with diverse groups; effectively communicate orally, in writing or electronically; work effectively in a service oriented environment subject to frequently changing priorities; follow through and carry out assignments, using problem-solving skills and sound judgment; understand and apply district and departmental policies and procedures; establish and maintain a positive and cooperative working relationship with members of departmental and campus community; maintain proficiency at current level and update knowledge through appropriate courses, seminars, publications and contacts with others in the trade; distinguish between color coded wires; read and write at a level required for successful job performance; change working hours or work beyond normally scheduled hours, including weekends and holidays; respond to emergency call outs; travel to and from Facilities Management and between job sites.

Lead Maintenance Electronic/Alarm Technician: Plan, coordinate, and direct the work of skilled electronic/alarm technicians and others as assigned. Design, review, and assist other staff in systems development; make material and labor estimates.

Physical and Environmental Factors: Perform physical labor while maneuvering seven or more hours each shift; work more than 12 feet above ground level, with constant loud noise; twist and maneuver to work in confined or cramped spaces, lift, move, reach, pull, bend repeatedly in performance of duties; climb and work on a ladder with heavy objects; may work on slippery surfaces. Safety and work habits: Maintain an acceptable attendance record, punctuality in meeting deadlines; participate in training sessions and seminars; maintain a functional awareness of the typical hazards of the work place, as well as the special hazards that may be encountered such as chemicals, etc.; follow established procedures for dealing with such potential hazards; promptly reports accidents on the job, preparing and submitting accident reports; adhere to policies, procedures and practices on safety and operational instructions; comply with rules and regulations applicable to building codes.