Position Type: **Classified**  
Department: **Facilities**  
Salary Schedule: **Classified**  
Reports to: **Facilities Supervisor**  
Salary Range: **32**  
Term of Employment: **12 months**  
Date: **June 3, 2019**  
Shift: **Day/Night**  
Approved by: **Human Resources**

**POSITION SUMMARY:**
Provide quality installation, repair and maintenance of all district related electronics equipment, intercom, fire and security systems, PA systems, and communication systems,

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**
- Installs, maintains and repairs intercommunication. Fire and burglar alarm systems, including associated bells, horns, clocks, telephone, computer lines and peripheral equipment.
- Checks, cleans, repair, and replaces: District security pad station, smoke detectors, heat detectors, fire alarm bells, pull stations and panels on a preventative maintenance schedule.
- Trouble shoot and repair inside of fire alarm panels.
- Provides recommendations, layouts and probable costs concerning materials and equipment to be installed.
- Estimates cost of each project, materials and labor hours.
- Inspects all facilities on a regular basis to assure all equipment and systems are in acceptable condition. Advise supervisor of same.
- Maintains an accurate and comprehensive maintenance file, equipment inventory file, parts inventory and materials necessary to facilitate a rapid repair of equipment and an accurate preventative maintenance file.
- Strives to maintain and improve technical proficiency, maintain work station area for safety and orderliness.
• Is subject to call outs during evening, weekends or holidays if emergency repairs and maintenance are needed.
• Evaluates work orders and determines material needs and cost to complete projects as assigned.
• Process requisitions to acquire materials and supplies needed.

MARGINAL DUTIES:
• Other job related duties as assigned by the supervisor.
• Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
• Is subject to call outs during evening, weekends or holidays if emergency repairs and/or maintenance are needed.

SUPERVISORY RESPONSIBILITIES:
• Assists and trains less experienced personnel.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:
• Ability and desire to provide outstanding customer service.
• Ability to work effectively under time constraints.
• Able to work a flexible schedule, which may include weekend work.
• Must be able to comply with District’s attendance standards as described in established guidelines.
• Must maintain a well-groomed appearance.
• Must be a team player and get along well with others.
• Must be highly organized with the ability to multitask.
• Must be detailed-oriented and self-motivated.
• Handwriting must be legible.
• Must have excellent communication skills.
• Must have excellent memory and ability to function well under stress.
• Must demonstrate an extremely high regard for confidential and sensitive information.
• Must demonstrate flexibility, common sense, and good judgment.
• Must have ability to keep abreast of information pertinent to the job.
• Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
• Ability to write routine reports and correspondence.
• Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
• Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
• Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
• Ability to effectively present information in one-on-one and small group situations.
• Interpersonal relation skills required.
• Must have basic knowledge of computers.
• Ability to operate specific equipment or tools.
- Knowledge of contemporary methods and techniques in Special Systems required. Follows current regulations pertaining to fire and security.
- Must have familiarity with and knowledge of all related electrical and plumbing codes; ability to work alone or with a crew.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid Arizona Driver’s License.
- Must not have accrued six (6) points against driver’s license within the past three (3) years.
- Certification in NFPA helpful.

**EDUCATION AND/OR EXPERIENCE:**
- High School diploma or general education degree (GED).
- A minimum of 4 years proven experience in the skilled trade or craft (Special Systems) and/or training; or equivalent combination of both.

**PHYSICAL DEMANDS:**
- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**
- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

**COMMENTS:**
This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.