



## **ALARM TECHNICIAN JOB DESCRIPTION**

### **Job Responsibilities include but are not limited to:**

- Installation of fire alarm systems in residential, commercial, and industrial buildings
- Installation, service, and trouble-shooting of fire alarm systems along with all its related equipment
- Be a leader: oversee, direct, and delegate appropriate tasks to fulfill project completion deadlines, meet scheduling requirements, and exceed the goals established by the fire alarm service superintendent.
- Ensure project results are achieved within financial and productivity budgets
- Accurately complete, execute and process paperwork/electronic or paperless required by the office and corporate management systems
- Ensure that all equipment; including any specialty valves and fire pumps are installed in strict compliance with manufacture's requirements
- Conduct/coordinate necessary testing of the system Ensure required certifications are complete.
- Instruct and train Helpers, apprentices, or other personnel in the basic process of service, repair and/or system installation
- Coordinate the daily work schedules and direct the daily tasks/productivity of assigned employees
- Maintain inventory on vehicle
- Perform all other duties assigned

### **Expectations:**

- Believe In, Live, and Support Our Mission Statement, Core Values and Business Plan Daily
- Safety First
  - Ensure timely and complete submittal of JSAs, Toolbox Talks, Audit Forms, etc.
  - Ensure timely and accurate Incident and Accident Reporting
  - Hold yourself accountable for all Safety Initiatives
  - Hold yourself accountable for Safe Driving of Company Vehicles
  - Ensure awareness and support of Stop Work Authority
- Complete all Training Requirements – Safety, Certifications, etc.
- Submit accurate Timesheet – job numbers/names, OT and travel pay, completed on time, etc., support transition to Electronic timesheet submittal
- Ensure all required documents are complete, accurate and professional, with required signatures
- Ensure proper Inventory Management – review, update, and approve packing slips – submitted timely, proper material management



- Ensure proper Maintenance and care of equipment – trucks, lifts, tools, etc.
- Keep jobsites clean and organized
- Ensure Production Efficiency – awareness of budget vs. actual labor hours and proactive communication with superintendent
- Support and Ensure Adherence to Company SOPs – Purchase Orders, Change Orders, etc.
- Timeliness – at the job on time; attendance; communication with supervisor; paperwork
- Ensure Customer Satisfaction and respond to Customer Satisfaction Survey feedback improvement opportunities
- Maintain Quality Control i.e. reduce the need for return trips and warranty work
- Maintain a Professional appearance
- Communicate effectively and professionally within the department and with internal and external customers
- Teamwork – maintain positive interactions within your team, local office, etc.
- Actively Participate in required team meetings
- Ability to work overtime, out of town or on-call as needed

### **Knowledge:**

- Must have knowledge of fire alarm systems
- Understand fire alarm installation requirements
- Ability to properly read fire alarm blueprints, submittals and operation/product manuals.
- Minimum education of High School Diploma or Equivalent
- Forklift and scissor lift certification, preferred
- FAL required.
- Understanding of NFPA codes and standards

### **Work Experience:**

- Minimum of 3-5 years of experience

### **Skills and Competencies**

- Ability to take direction from upper management
- Accurately complete and maintain all paperwork
- Maintain vehicle and tools as per company policy
- Must have valid state driver's license and good driving record
- Self-motivated, Ambitious, Interactive, Communicative, Detail-oriented and Organized
- Knowledgeable with NFPA 72 rules and all necessary codes
- Ability to interact and communicate in a professional and positive manner with other trades, customers, project managers, county officials, general contractors, etc.
- Demonstrate positive team work and ability to be a team leader and mentor



- Maintain a clean and safe work environment
- Comply with all company safety practices and the safety handbook
- Complete projects in a timely manner while providing the highest standard of quality work and customer satisfaction

**ACKNOWLEDGEMENT:**

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read, understand, and agree with this explanation and job description.

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

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Task Title/Job Title: Alarm Tech

Date of Analysis: 2021

"O" Occasionally 0 - 33%, "F" Frequently 34 - 66%, "C" Constantly 67 - 100%

	Frequency/Duration/Weight																				
	≥ 8 Hours			≥ 10 Hours			≥ 12 Hours			≥ 25 lbs.			≥ 50 lbs.			≥ 75 lbs.					
	O	F	C	O	F	C	O	F	C	O	F	C	O	F	C	O	F	C			
Pushing			X		X		X					X		X		X					
Pulling			X		X		X					X		X		X					
Climbing		X		X			X														
Balancing			X		X		X														
Bending and Twisting			X		X		X														
Squatting	X			X			X														
Crawling	X			X			X														
Kneeling		X		X			X														
Reaching			X		X		X														
Handling			X		X		X														
Fingering			X		X		X														
Feeling			X		X		X														
Lifting and Carrying			X		X		X				X			X		X					
Working overhead		X		X			X														
Working at heights		X		X			X														
Standing			X		X		X														
Sitting	X			X			X														
Walking			X		X		X														

While performing the duties of this job, the employee will frequently be required to use ladders and scaffolds while wearing Personal Protective Equipment. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.