



Office of Human Resources  
Fire Alarm Technician - CJ3034

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### General Statement of Duties

Performs journey level skilled technical trades work to install, maintain, repair, inspect, and troubleshoot fire alarm systems for City facilities including fire alarms, fire suppression, and smoke detection systems.

### Distinguishing Characteristics

This is a unique classification in the skilled trades and is distinguished from other trades classes due to the specialized training and experience required for each classification.

### Level of Supervision Exercised

None

### Essential Duties

Install, program, configure, commission, maintain, trouble shoot, perform diagnostics, and repair of fire alarm systems and fire suppression systems.

Ensure compliance with NFPA, including performing annual device testing for fire alarm systems and complete and maintain all records required by NFPA-72.

Performs basic programming for electronic components of fire alarm systems.

Assist in testing of fire systems including fire sprinkler valves, smoke control systems

Perform fire alarm system take offs and layout.

Maintain and rewire pressure and flow switches.

Responds to electrical service or trouble calls, troubleshoots various problems/issues, and provides problem resolution.

Prepares working sketches and works from blueprints, schematics, and written or verbal instructions.

Prioritizes daily work orders and repairs.

Estimates materials, labor, and equipment costs.

Maintains records and prepares daily activity reports and follow applicable building codes.

Assists in the maintenance and repair work in a variety of skilled trades areas.

By position, perform snow removal duties.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Technical Problem Solving – Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of problems.

### **Knowledge & Skills**

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of electrical equipment, components, instruments, and burglar and fire alarm systems including installation, testing, uses, repair, and maintenance.

Knowledge of machines and tools including their designs, installation, uses, repair, and maintenance.

Knowledge of electronic theory, circuits, components, and material properties (excluding computers).

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Five (5) years of documented experience in fire alarm or fire detection systems.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements prior to completion of probation period.

By position, possess a Denver Fire Department Fire Alarm Installers License.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.  
Potential exposure to cement dust  
Potential exposure to chemicals, gas and low-level radiation  
Potential exposure to cold temperature, cold enough to cause bodily discomfort  
Potential exposure to cold weather conditions (indoor/outdoor)  
Potential exposure to conditions that affect the skin or respiratory system.  
Potential exposure to dust  
Potential exposure to extreme temperature changes  
Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes  
Potential exposure to hazardous conditions where there is a danger to life, body, and/or health  
Potential exposure to hazardous/toxic chemicals  
Potential exposure to hazards from electro/mechanical/power equipment.  
Potential exposure to hazards of steam and heat  
Potential exposure to heat temperatures, hot enough to cause bodily discomfort  
Potential exposure to hot and humid work environment  
Potential exposure to housekeeping/cleaning agents/chemicals.  
Potential exposure to humid conditions with high moisture content to cause bodily reactions  
Potential exposure to odorous chemicals  
Potential exposure to odors in animal areas  
Potential exposure to odors in kitchen and animal areas  
Potential exposure to temperature changes: variations in temperature from hot too cold  
Potential exposure to toxic chemicals.  
Potential exposure to unpleasant elements (accidents, injuries, and illness).  
Extreme cold conditions  
Handles emergency or crisis situations  
Noise sufficient to cause distraction or possible hearing loss  
Personal Safety: aware of surroundings, people, and events  
Pressure due to multiple calls and inquiries  
Subject to burns and cuts  
Subject to electrical and radiant energy hazards  
Subject to hazards of flammable or explosive gases  
Subject to injury from moving parts of equipment or vehicles  
Subject to precarious or high locations  
Subject to pressure for multiple calls, inquiries, and interruptions  
Subject to varying and unpredictable situations  
Subject to traffic, roadways, and pedestrians  
Subject to vibrations and strain on the body to cause bodily harm if endured daily  
Temperature Changes: variations in temperature from hot too cold.  
Temperature Changes: variations in temperatures from hot too cold when works in field  
Wet: frequent contact with water or other liquid.  
Wet: frequent contact with water, liquid, chemicals, or sanitary sewage  
Works in confined, uncomfortable or awkward locations  
Works in precarious or high locations.

### **Level of Physical Demand**

4-Heavy (50-100 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
- Balancing: maintaining body equilibrium to prevent falling over.
- Carrying: transporting an object, usually by hand, arm, or shoulder.
- Climbing/Balancing: climbing walls, fences and other obstacles and balancing.
- Climbing: ascending or descending objects usually with hands/feet.
- Climbing: ascending or descending objects.
- Color vision: ability to distinguish and identify different colors.
- Crawling: moving about on hands and knees or hands and feet.
- Crouching: bending body downward and forward by bending legs.
- Depth Perception: ability to judge distances and space relationships.
- Endurance: exert physical efforts restrain animals for a substantial period.
- Eye/Hand/Foot Coordination: performing work through the use of two or more.
- Feeling: perceiving attributes of objects by means of skin receptors.
- Feeling: perceiving attributes of objects by means of spoken word.
- Field of Vision: ability to adjust vision to bring objects into focus.
- Field of Vision: ability to see peripherally.
- Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
- Fingering: picking, pinching, or otherwise working with fingers.
- Handling: seizing, holding, grasping, or otherwise working with hand(s).
- Handling: seizing, holding, grasping, or otherwise working with fingers.
- Hazards: conditions where there is danger to life, body and/or health.
- Hearing/Talking: hear and determine direction of sound.
- Hearing: perceiving the nature of sound by the ear.
- Kneeling: bending legs to come to rest on one or both knees.
- Lifting: raising or lowering objects weighing no more than 100 pounds, from one level to another.
- Mathematical reasoning:
- Memorization:
- Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
- Neck Flexion: moving neck upward/downward.
- Oral comprehension:
- Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.
- Pulling: exerting force upon an object so that it is moving to the person.
- Pushing: exerting force upon an object so that it is moving away from the person.
- Reaching: extending the hand(s) and arms(s) in any direction.
- Repetitive motions: making frequent movements with a part of the body.
- Sitting: remaining in the normal seated position.
- Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).
- Standing: remaining on one's feet in an upward position.
- Stooping: bending the body by bending the spine at the waist.
- Talking: expressing or exchanging ideas by means of spoken words.
- Vision Far Acuity: ability to see clearly at 20 feet or more.
- Vision Near Acuity: ability to see clearly at 20 inches or less.
- Vision: to observe animal behavior, read signs, and reading colors.
- Walking: moving about on foot on uneven surfaces.
- Walking: moving about on foot.
- Written Comprehension.

**Background Check Requirement**

Criminal Check  
Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** J-621  
**FLSA Code:** N  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**