Technician, Emergency Notification Electronic

FLSA Status: Non-Exempt
Pay Grade: 13
Job Title ID: 163005
Job Series/Job Family: Business Services Series / Environmental Health & Safety Family

Reports To

Executive Director, Environmental Health Safety and Insurance

Job Purpose

Responsible for performing skilled technician work in the service/repair, alteration, installation and maintenance of all emergency notifications related systems at ACC; resolving immediate operational and/or safety concerns; maintaining a preventive maintenance program; and assisting other skilled trades.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Evaluates, diagnoses, troubleshoots systems and performs repairs as necessary.
2. Services and installs wireless transmitters, antennae, amplifiers, speakers (indoor and outdoor), message boards, receivers, UPS systems and various other emergency notification related equipment.
3. Programs components to receive targeted wireless messages.
4. Performs installation/upgrade/customization/troubleshooting of control program software and user interfaces.
5. Makes upgrades and additions to systems in order to increase functionality and usability.
6. Coordinates with administration, and other trades (electricians, maintenance technicians, ACCNet services (PCs, networking and voice services) for the purpose of completing projects/work orders efficiently.
7. Informs personnel regarding procedures, status of work orders and provides necessary information for making decisions, taking appropriate action and/or complying with NFPA 72's installation, testing, and maintenance requirements for emergency communications systems.
8. Assists in the development and delivery of training programs for employees.
9. Prepares documentation in a variety of written and electronic formats (e.g. daily paperwork/log, time and materials, inventory, shipping paperwork, etc.) to document compliance with regulations, completion of work and/or tracking of information.
10. Responds to emergency situations during or after hours for the purpose of resolving immediate safety/security concerns.
11. Maintains inventory and ensures availability of required items by requesting equipment/supplies and tracking items sent for repair.
12. Transports a variety of items (e.g. tools, equipment, supplies, etc.) to ensuring the availability of materials required at job site.
13. Attends meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Intermediate knowledge of electronic and computer systems and troubleshooting methodologies.
- Intermediate knowledge of networks and information technology related systems.

- Working knowledge of TCP/IP

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining confidentiality of work related information and materials.
- Mechanical aptitude.
- Effective organization and planning skills, with attention to detail and follow-through.
- Safely drive an ACC vehicle.
- Responding professionally, effectively to customer service requests.
- Understanding and following instructions precisely.
- Reading blueprints, architectural, mechanical, and electrical documents.
- Reading and understanding applicable requirements in NFPA 72, ADA/TAS and FEMA guidelines.
- Working independently.
- Using test equipment such as spectrum analyzer, signal tone generator, multi-meter, etc.
- Maintaining an established work schedule, which may include evening shifts.
- Effective communication and interpersonal skills, including tact and diplomacy.

Computer Skills

Required

- Ability to work with system operation software, HTML coding.
- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Ability to hear horn and/or warning devices at a distance of 30 yards.
- Lifting up to 35 pounds.
- Perform tasks requiring bending, stooping, kneeling, standing and walking significant distances.
- Visual ability (uncorrected or corrected) to observe and detect signs of dangerous obstacles at a distance of 30 yards and to verify written information at a close range.
- Work from ladders and scaffolds or at heights above 30 feet.
- Work is performed within extreme temperature ranges.
- Ability to safely use hand and power tools.

Work Experience

Required

- Three (3) years related work experience

Preferred

- Five (5) or more years related work experience, and/or work experience with systems provided by BRG Precision Products.

Education

Required

- High School diploma or educational equivalent.

Preferred

- AAS degree, or some college courses in related area.

Licenses/Certifications

Required

- Valid Texas Driver's License.

Other

Required

- Dependable transportation for travel within the ACC District.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.