

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Fire Systems Technician	<u>CLASS NUMBER:</u> 20104	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A8	<u>POSITION CONTROL #:</u> 033205
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Electronic Foreman (033200)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Fire System Technician classification is to install, test, repair and maintain county fire alarm and suppression systems and devices.

JOB DUTIES:

Test, inspect, install and maintain fire systems (e.g., standpipes, sprinklers, fire pumps, extinguishers, etc.) in county facilities according to frequencies established by the NFPA, State Fire Marshall and local authorities having jurisdiction. Troubleshoot system problems by testing and maintenance equipment and lines. Conduct regular fire alarm testing to ensure that system is in working order. Schedule and perform preventative maintenance on power tools and equipment after their use in maintenance and repair activities. Fill, inspect, tag, and certify fire extinguisher cylinders. Maintain and file proper documentation for cylinders. Prepare reports. Record and document work that has been completed. Take inventory of and order supplies (e.g., extinguisher tags, compressed nitrogen, fire alarm devices, sprinkler system pipe and fittings, and materials). Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; safety practices; agency policy and procedures. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; recognize safety warnings; complete routine forms; maintain accurate records; work alone on most tasks.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, supplemented by vocational/technical training in fire safety with three (3) years previous experience in fire safety systems.

Additional Requirements

Must maintain a valid Ohio driver's license. OSHA 10-hour certification is preferred.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date