



JOB INFORMATION

Job Code:	179520
Job Title:	Fire/Life Safety Technician I
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Building/Groundskeeping
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

JOB SUMMARY

Assists in servicing, repairing, inspecting and testing fire systems.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Specialized/technical training	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Possesses basic knowledge of fire alarm and sprinkler systems.
X		Ability to communicate clearly and effectively.
X		Ability to lift over 50 pounds.
X		Clean driving record.
	X	Demonstrated mechanical and electrical skills.
	X	Experience with Notifier alarm systems.

Licenses

Req	Pref	License(s)
X		Valid California's driver's license

Other Job Factors

- Flexible work schedule and overtime required.
- May be required to work various shifts such as evenings and weekends.
- Will be required to work on ladders.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists with the testing of fire systems according to current codes and regulations. Assists with the inspection of fire systems before, during and after construction projects. Makes recommendations regarding both system installations and service requirements.				
Performs preventive maintenance on fire systems. Assists in troubleshooting and repairs fire systems.				
Coordinates with contractors for fire system additions and changes.				
Enables and disables fire systems for construction projects, events and maintenance.				
Tracks fire systems impairments. Accounts for the operational status of all fire systems. Enters fire system testing documentation into the fire system database.				
Maintains stock levels and storage of new and used fire system equipment. Keeps accurate records of materials and time. Ensures proper use of resources and time.				
Responds to fire/life safety system activations, alarm, trouble and supervisory calls. Stands in as fire watch when fire systems are impaired.				
Maintains current knowledge on existing and pending legislation within the industry. Ensures program design(s) reflect the most recent standards and regulations.				
Provides customer service and user training, as required.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on

individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.