



## JOB INFORMATION

<i>Job Code:</i>	179524
<i>Job Title:</i>	Fire/Life Safety Technician II
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Building/Groundskeeping
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Provides servicing, repairing, inspecting, installing and testing fire systems.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Associate's degree	
	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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

### 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience as a Fire/Life Safety System Technician.
X		Possess comprehensive knowledge of fire alarm and sprinkler systems including system programming.
X		Knowledge of National Fire Protection Association (NFPA) standards.
X		Demonstrated mechanical and electrical skills.
X		Ability to communicate clearly and effectively.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to lift over 50 pounds.
	X	Experience with Notifier alarm systems.

## Licenses

Req	Pref	License(s)
X		Valid California Driver's License and clean driving record.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Los Angeles Fire Department (LAFD) Regulation 4 certification
	X		National Institute for Certification in Engineering Technologies (NICET) Level 2 fire alarm certification.

## Other Job Factors

- Must pass Los Angeles Fire Department (LAFD) Regulation 4 certification test within six months of employment.
- 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
Tests fire systems according to current codes and regulations. Inspects fire systems before, during and after construction projects. Makes recommendations regarding both system installations and service requirements.				
Performs preventive maintenance on fire systems. Troubleshoots and repairs fire systems.				
Coordinates with contractors for fire system additions and changes. Works with customers and/or building managers to schedule services.				
Performs minor installations of fire alarms, as needed.				
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.				
Trains others in responding to emergency call-ins.				
Maintains current knowledge on existing and pending legislation within the industry. Ensures program design(s) reflect the most recent standards and regulations.				

## 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		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

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.