

ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

**ALARM SPECIALIST**

POSITION: Alarm Specialist  
REPORTS TO: Director of Maintenance  
LOCATION: Division of Supporting Services

**NATURE OF WORK:**

Assumes responsibility for all alarming devices and security systems within St. Mary's County Public Schools. Work involves scheduling, establishing necessary priorities, performing preventive maintenance tasks and responding to malfunctioning devices. Position requires the ability to install, troubleshoot, service and repair multiple types of fire and burglar systems. Must possess and implement knowledge based on Life Safety requirements. Must possess the ability to estimate project requirements and recommend desirable modifications and enhancements to system. Analyzes on a daily basis all incoming alarm records providing responsive action, and in addition, provides monthly reporting to immediate supervisor.

**ESSENTIAL FUNCTIONS:**

- Must have an extensive working knowledge of fire and burglar alarm systems;
- Must have a general knowledge of life safety codes;
- Must have a working knowledge of fire protection systems (wet, dry and chemical);
- Capable of providing written and verbal input to immediate supervisor on fire and burglar repairs and service. Capability of interacting with school site administrators and staff on system problems and operating requirements;
- Ability to diagnose/troubleshoot fire and burglar systems determining funding, equipment and supplies and resources needed for corrective action;
- Ability to work independently with minimal supervision; and
- Capable of servicing, repairing, adjusting and monitoring fire and burglar alarm systems, electric scoreboards and electronic clock systems for automatic control of bells and clocks within all school facilities.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates inspections, troubleshooting, repairs and programming of fire, burglar-alarming systems;
- Reads and interprets wiring diagrams, tests circuits using a variety of standard and specialized test equipment;
- Responds to school sites and/or facilities when equipment failure or troubles are indicated;
- Performs preventive maintenance on relative equipment;
- Estimates labor and material for all alarm system projects;
- Coordinates and inspects, through interaction, work performed by contractors in relationship to alarm systems. Assists in review of blueprints and schematics for new school construction, as well as, preparing and monitoring punch lists for contractor compliance;
- Provides input to Foreman on annual budget requirements;
- Works daily with Foreman to assess and prioritize work requests for major/minor repairs or renovations. Maintains and submits work requests;
- Prepares request for material purchases;
- Reporting on computers and statistical surveys of alarming input;
- Follow written and verbal instructions to pursue execution of assigned responsibilities;

- Respond to after hour emergency alarms;
- Analyzes on a daily basis all alarm records and requests in order to set up corrective service calls and establish work priorities; maintains and repairs the following systems: Airtech/Moose, Edwards, Radionics, ADEMCO, DSC, Silent Knight, Kidde, Notifer, Simplex or Similar alarming systems. This will include telephone and/or cable equipment with which designated systems will interface;
- Troubleshoots, diagnoses related problems and makes minor repairs; repairing and/or replacing units as required;
- Will be required to meet and coordinate with school administrators and staff for system repairs;
- Ensures that assigned work is executed and accomplished in accordance with Life Safety, building, health and safety regulations;
- Ability to use computerized work management system to coordinate, organize, schedule, monitor all fire and burglar alarm service requests and needs;
- Must maintain daily inventory, as well as, ordering of parts required to complete required tasks. Will provide input to immediate supervisor on required vendors needed for support; and
- Other duties as assigned.

#### QUALIFICATIONS:

- High School Diploma or equivalency;
- Valid driver's license;
- Ability to successfully complete a formal criminal history background screening;
- Full and applicable knowledge of AC/DC electrical systems;
- Ability to read and interpret blueprints, schematics, drawings and specifications;
- Demonstrated ability in scheduling, planning and execution of alarm system accounts;
- Ability to perform manual and physical labor;
- Must possess excellent human relations skills, as well as, interactive communication skills;
- Recognizable experience in electronic maintenance and repair of fire and burglar alarm systems;
- Recommended graduation from a high school course, preferably supplemented by completion of a recognized apprenticeship program in the trade; and
- Other combinations of education, training and experience, which provide the required knowledge, skills and abilities necessary to perform this position, may be considered.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 14.

#### BARGAINING UNIT ELIGIBILITY: EASMC-ESP