

Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Adopted: 11/07/2018

FIRE SYSTEMS MAINTENANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for performing on-site inspections, tests, and repairs of fire extinguishing systems in school district facilities and BOCES to ensure they meet federal and state regulations. The incumbent will also be responsible for completing related reports. General supervision is exercised over the work for all subordinate fire systems staff. Work performed will be under the general supervision of the Safety Coordinator. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates work for all subordinate fire systems staff to test fire extinguishers in each school district facility and BOCES to make sure they are in compliance with federal and state regulations;

Coordinates and/or repairs and maintains fire extinguishing equipment to ensure compliance with federal and state regulations;

Uses designated testing and service equipment for the maintenance of fire extinguisher equipment;

Annually inspect and tag fire extinguishers;

Coordinates and/or provide six year tear down of fire extinguishers as required;

Coordinates and provides fire extinguisher hydro-testing as required with local vendors;

Maintains, installs, and repairs fire equipment systems under the direction of the Safety Coordinator;

Completes, reviews, and submits reports through the use of computer and software programs for each service provided;

Provides both emergency and non-emergency service to school district facilities and BOCES;

Responsible for billing, equipment procurement, and general office duties.

Will be required to safely operate a motor vehicle in the performance of the duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of fire extinguishing systems and maintenance; Thorough knowledge of the common practices, tools, terminology, codes and accident precaution of the trade; Ability to maintain and repair fire extinguishing system equipment; Ability to use computer systems, plan, and organize work; Ability to establish and maintain good working relationships; Ability to maintain records and make reports; Good communication skills; Good judgment; Good mechanical skills.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Building, Electrical, Mechanical Maintenance, or related field **AND** one (1) year supervisory experience; **OR**

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- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Building, Electrical, Mechanical Maintenance, or related field **AND** two (2) years of experience in building, electrical, or mechanical maintenance, one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in building, electrical, or mechanical maintenance, one (1) year of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENT:

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

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