JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Fire Protection Systems Technician

Job Code: 6754

Salary Grade: S09

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

{"ops":[{"insert":"Fire Protection Systems Tech\n"}]}

Job Responsibilities

Provides a safe environment for faculty, staff, students, and guests on the University campus by maintaining fire protection systems throughout the campus. Maintains, diagnoses, and conducts minor repairs to fire detection, alarm, fire sprinkler, fire suppression, fire pumps and control systems in all campus buildings. Assists outside fire protection contactors to install fire protection systems and conducts mandated inspections and repairs. Conducts tests, inspects, and reviews designs for compliance with State and Federal Fire Codes.

· Prepares systems for a walk-test during remodel projects, preventive maintenance procedures, and final testing. Programs systems to control auxiliary functions. Verifies program integrity and readiness.
· Assists with evaluating, diagnosing, and troubleshooting system equipment that requires servicing. Identifies and reports to supervisor all system discrepancies found during inspections.
· Performs minor fire protection system discrepancy repairs, replacement, standard maintenance and programming for items identified during testing and inspections. Responds to emergency service in order to troubleshoot and repair systems. Performs routine preventative maintenance on fire alarms, fire pumps, and other fire protection system equipment on shop schedule. Documents all service activities and enters time worked daily through appropriate reporting tools. Communicates systems' performance to management. Participates in On-Call rotation to provide 24/7 coverage for emergency service calls.
· Reads and interprets blueprints, diagrams, submittals, and product manuals to properly program and verify systems compliance. Observes systems for potential risks or hazards that may affect fire protection systems performance. Report any issues to supervisor immediately.
· Keeps up-to-date technically by attending workshops and classes and reading current technical manuals.
· Subject to call back for unforeseen emergencies to assist with maintaining service readiness for the University.
· Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Requirements

Required Education & Experience:

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Required Certifications or Licenses:

· Valid Oklahoma Driver's License to drive University vehicle or ability to obtain within 30 days of hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

· Ability to use diagnostic tools, such as ohmmeters, VOMs, and manufacturers' software, to confirm power-up and operation of system components.
· Ability to read and understand blueprints, diagrams, submittals, and product manuals.
· Ability to identify problems and discuss solutions with supervisor
· Strong customer service skills
· Excellent verbal, written, and organization skills
· Proficient in PC applications and Microsoft Office Suite to include Outlook, Word, and Excel
· Ability to lift up to fifty (50) pounds unassisted

Working Conditions

Physical:
Must be able to work in sitting position. Ability to engage in repetitive motion. Frequently walks, stands, and stoops.

Environmental:

Standard Office Work Environment.

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