



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

Alarm & Life Safety Equipment/Systems Facilities Coordinator

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Reports to:	Assistant Director Emergency Management & Safety
School/Department:	Police
Pay Grade:	Administrative Management/AM3
Work Days:	226
Wage/hour status:	Exempt
Created/revised:	April 2022

Primary Purpose:

The Alarm & Life Safety Equipment/Systems Facilities Coordinator will oversee the technical and administrative coordination, support, maintenance, and supervision of the District's life safety equipment/systems installed and located in District facilities such as fire alarm systems, sprinkler systems, building alarm intrusion systems, kitchen suppression systems, emergency lighting, fire extinguishers, exit signs, clocks, and public address (PA) systems that provides all students and staff with a safe environment.

Qualifications:

Education/Certification:

- Degree in Engineering, Construction Management, Fire Protection Technology, Fire Science, Fire Safety Systems or equivalent from an accredited college or university recognized by the US Department of Education or graduate with Electronics from an accredited technical school
 - Degree may be substituted for an equivalent combination of applicable education, training, and experience as approved by Human Resources
- National Institute for Certification in Engineering Technologies (NICET) certification
- Manufacturer certifications for integrated electronic surveillance and security systems
- National Fire Protection Association (NFPA) fire alarm licensed
- Must have valid driver's license, good driving record and available transportation during entire workday to travel to sites in the Humble ISD area

Special Knowledge/Skills:

- Knowledge of principles, best practices, and techniques of facilities maintenance and repairs related to life safety equipment and systems
- Knowledge of the design, installation and support of facility life safety equipment and systems
- Knowledge of building and safety codes and requirements.
- Knowledge of oscilloscopes and digital meters
- Knowledge of LAN systems as a part of an integrated security system.
- Knowledge of fire and burglar alarm systems
- Skill in managing staff, projects, and budgets on a large scale
- Skill in estimating project costs and preparing bid specifications
- Skill in planning, organizing, and overseeing work of contractors
- Skill in reading, interpreting, and understanding blueprints, wiring schematics and diagrams, manuals, and specifications.
- Skill in the use of keyboarding, Microsoft Word, Excel, and web based systems and software packages
- Ability to organize, prioritize, and manage multiple complex tasks simultaneously and independently to meet deadlines
- Ability to maintain confidentiality of privileged and sensitive information



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- Ability to adapt to rapidly evolving technology and environment
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision
- Ability to comprehend complex systems and technical information and explain effectively to a wide variety of stakeholders
- Ability to communicate effectively verbally and written utilizing tact and diplomacy and maintain effective working relationships with district personnel, campus administration, and the general public
- Ability to maintain effective working relationships with a wide variety of District personnel, and co-workers, contractors, and vendors

Experience:

- Minimum 3 years supervisory or lead experience overseeing facility installation and maintenance of life safety equipment and systems for a large operational setting.
- Progressive work experience with low voltage life safety equipment and systems such as fire and intrusion alarm systems, sprinkler systems, fire extinguishers, kitchen suppression systems, and clock and public address (PA) systems.

Major Responsibilities and Duties:

1. Receive, prioritize, schedule, and monitor maintenance work requests, contract services, and preventative maintenance for life safety equipment/systems installed in District facilities.
2. Assign and oversee installs, maintains and repairs of life safety equipment and systems performed by assigned staff technicians.
3. Coordinate with contractors and vendors, reviews quotes and estimates, schedules dates and time for completion.
4. Prepare cost estimates for materials and labor and submit requisitions for equipment, materials, and supplies.
5. Review invoices, track and monitor expenditures, and make budget recommendations.
6. Collect, compile, and enter data into existing maintenance databases and plans for future needs.
7. Develop and administer standardized processes and plans to perform routine inspections/tests and generate work orders as needed to repair or replace out of standard equipment.
8. Perform hands on repairs, maintenance work, replacements, and installation and operates tools and equipment according to established safety procedures.
9. Conduct special projects at the request of campuses and other District facilities to include emergency repairs to life and safety equipment/systems.
10. Coordinate regularly scheduled life safety equipment/systems inspections and testing.
11. Attend emergency preparedness and safety meetings as needed to assess needs.
12. Interact and collaborate extensively with all levels of the District and works closely in conjunction with Humble ISD Police, Emergency Management, Technology Services, and Maintenance & Operations representatives throughout the installation and service process at all facilities.
13. Respond to service calls in a timely manner as directed by work orders or supervisor.
14. Maintain accurate parts inventory.
15. Accompany Fire Marshal as needed on routine inspections or re-inspections.

Personnel Management

1. Manages, conducts, and makes sound recommendations regarding supervisory activities in the areas of interviewing, selecting, and recommending personnel placement or dismissal, training, professional development, counseling, and performance evaluations with review and approval by the Chief of Police and the Human Resources Department.



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2. Investigates reported concerns and takes appropriate action to resolve issues.
3. Ensures that personnel practices are coordinated and personnel files are maintained according to district policy.
4. Oversees work assignments and ensures completion.
5. Promotes an open, collegial environment among staff and develop positive staff morale.

Policy, Reports, and Laws

1. Compile, complete, file, and maintain detailed and accurate reports and other documents as required.
2. Follow safety standards and conform to state, federal, and local regulations
3. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of required reporting to agencies

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, outside agencies and organizations and keep attorney-client information confidential.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and outside agencies and organizations.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Chief of Police.
2. Attend professional growth activities to keep abreast of innovations related to position.
3. Maintain an organized work environment.
4. Responds to after-hours emergencies as needed.
5. Performs other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Occasional travel outside of school boundaries

Deadline driven workload

Prolonged use of equipment and computers with repetitive hand motions

Frequent district wide travel with occasional travel outside of school boundaries

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting, and carrying with lifting at least 75 lbs and 25 lbs overhead

Work on lifts and ladder at existing building sites and new or under renovation construction sites.

Work outside and inside, on uneven or slippery walking surfaces, on ladders and lifts, around equipment with moving parts

Occasional prolonged and irregular work hours – flexibility with schedule preferred

Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____