Electronic Fire/Safety Systems Specialist

Job Code 00007189

General Description
Responsible for providing management and maintenance for all campus electronic and mechanical fire systems, card access systems, computerized energy management systems, security systems, and other electronic control systems.

Examples of Duties
Maintain and modify campus security systems.
Program digital receiver, alarm computer, and various security systems in the field.
Perform preventative maintenance and produce reports for users.
Maintain and modify campus card access system.
Repair and replace components, coordinate new installations, and interface access systems with fire alarm systems.
Maintain and calibrate campus environmental controls.
Schedule start and stop times for campus HVAC systems.
Install, maintain, repair, and inspect campus fire alarm systems.
Maintain the energy management computer network.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: engineering principles and practices, including mechanical, electronic, electrical, pneumatic control, circuit design and field documentation; electronic theory for troubleshooting, diagnosing, repairing, and calibrating electronic building equipment; mechanical theory and understanding of automation mechanical systems for the purpose of control design strategies; current and new industry technology to determine types of security, fire protection, control systems, and building access best suited to specific applications; a wide variety of common as well as industry specific computer software; wide variety of data communications protocols.

Ability to: read and interpret complex technical manuals, blue prints, schematics, and complex computer languages; write computer control sequences and documentation of various systems; prepare clear and concise reports, correspondence, and proposals; perform high-level math to produce charts, graphs, and tables and use complex diagnostic tools; communicate effectively with co-workers, staff, faculty, and students; maintain and program software for report and graph generation.
**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**