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Developed by:.....TEP
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Approved by:.....RHL;
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THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Alarms
DIVISION: Business and Finance
REPORTS TO: Director, Safety & Risk Management
GRADE: 11
SUPERVISES: Fire/Burglar Alarm Technicians, Apprentices

BASIC FUNCTION:

Responsible for continuous monitoring, maintaining, testing, and repair of all fire and burglar alarm systems and components on all campuses (Kingston, Providence, Narragansett Bay, and W. Alton Jones).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain and systematically test on a continuous basis all-underground and overhead wiring, audible fire alarm signaling equipment, extension testing boxes and interior system of pull stations and smoke and heat detectors.

Maintain and oversee installation and maintenance of fire alarm, fire suppression, security and related life safety communications equipment, and all burglar alarm systems on a continuous basis. Supervise and document all scheduled fire drills conducted by Fire/Burglar Alarm Technicians.

Prepare and maintain complete and accurate records of all tests, repairs and installations.

Supervise and assist in rebuilding existing systems, as needed, to keep systems in good working order with modern equipment.

Review plans and blueprints, as well as inspect work for compliance with all applicable national and/or State fire and life safety codes on all types of building construction, renovations, remodels, and additions to new structures; lay out systems to comply with prints, departmental needs, and applicable code(s).

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Review project manuals and drawings and/or make recommendations for new and existing University construction and renovations thereof to insure compliance with all applicable codes and regulations, and University policy.

Recommend appropriate alarm and/or security systems as needed.

Oversee apprentice programs.

OTHER DUTIES AND RESPONSIBILITIES:

Oversee and assist in the installation of new systems as deemed necessary by the Director of Safety and Risk Management.

Responsible for the overall planning, evaluation, design, installation, testing, maintenance, and continuous operation of fire alarm and suppression and security alarm systems and equipment.

Maintain an adequate inventory of parts, supplies, and equipment to repair and maintain systems.

With approval authority of the State Fire Marshall, as applicable, approve University fire alarm system design and upgrading.

Participate in continuing education classes provided by the State Fire Marshal's Office with respect to inspections and investigations under the Fire Safety Code.

Perform additional work as required.

LICENSES, TOOLS AND EQUIPMENT:

Rhode Island A Electrician's License and valid driver's license required. Required licenses plus Rhode Island AF and /or BF Electrician's License preferred.

ENVIRONMENTAL CONDITIONS:

This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered in this position. The potential exists where noise, vibration, hazards, atmospheric conditions, oils and wearing a respirator might also be encountered. This position requires 24 hour call back in cases of emergency and supervisory presence, when required, on all shifts. Will be required to use a bucket truck in this position.

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QUALIFICATIONS:

Associate's degree and three to five years of fire alarm system installation and maintenance experience required. Rhode Island A Electrician's License and valid driver's license required. (Present or previous Rhode Island AF and/or BF Electrician's license preferred.) The following are required: thorough knowledge of Rhode Island State Fire Code (Fire Alarm Section) and the National Electrical Code; ability to read blueprints and to physically lay out alarm systems to comply with blueprints, departmental needs, and applicable codes; thorough knowledge of the differences between various alarm devices, their uses and the systems with which they are compatible; thorough knowledge of alarm activating aspects and operating procedures of sprinkler systems in order to determine proper settings, flow and pressure; thorough knowledge of alarm installation procedures and an understanding of the function of various alarm systems; the ability to prepare reports and maintain accurate records. Must be able to organize, coordinate and supervise support staff. This position involves travelling throughout the University and could, on occasion, require bending, reaching, ascending and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, carrying, feeling, talking, and hearing. Must possess the ability to communicate effectively orally and in writing, and the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects. Must be able to prepare and deliver oral presentations before small, medium and large groups of people.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.