

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FIRE ALARM/TRAFFIC SIGNAL SUPERVISOR
DEPARTMENT: FIRE
REPORTS TO: FIRE MARSHAL

JOB CODE: 3120
DATE: 2/11

JOB SUMMARY:

Manages, maintains, and oversees the installation and maintenance of the municipal fire alarm, related communications equipment, the city's traffic control equipment, and street lights.

ESSENTIAL JOB FUNCTIONS:

Oversees work on city-owned street lights.

Supervises the work of the Fire Alarm\Traffic Technician and assists in the installation, maintenance, and repair of fire and police alarm systems.

Creates and administers Fire Alarm Division budget.

Plans and carries out short- and long-term projects; resolves administrative and technical problems and coordinates activities within assigned area.

Monitors distribution of workload to personnel and project requirements to make the most effective use of available personnel.

Manages the city-wide traffic control system.

Prepares cost estimates and invoices for materials, equipment, and labor for fire alarm\traffic division projects; prepares invoicing for the alarm monitoring and connection.

Plans, designs, and assists in the installation of underground and overhead cables or any additions to the municipal fire alarm\communication system and traffic control devices.

Supervises and takes part in the modification of traffic control equipment so that they will be compatible with the existing traffic control system.

Conducts field investigations to evaluate progress of programs and activities; coordinates with utilities in the transfer of cables and equipment; provides direction and instruction to crews as necessary.

Manages the Fire Department Generator program.

Reviews plans and specifications for new systems equipment installations and upgrades to the fire alarm\communications systems in buildings and traffic control devices.

Ensures that all radio communications equipment, telephones, and communication cables are in good operating order; directs or assists in repair as necessary.

Supervises and takes part in the training of employees.

Maintains required records and logs.

Maintains communication with all Fire Department divisions, the Capital Area Fire Mutual Aid Coordinator, city Police Department, state traffic division, other area public safety dispatch centers, and private contractors.

Maintains and installs city streetlights.

May act as primary dispatcher.

May serve as a member of a specialized team.

Oversees the Fire Department liaison to city, IT, and contractor network for all city departments.

Designs RFPs; researches available grant money.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Firefighting	Hazmat	Rescue
Emergency Medical Services	Traffic Control Systems	General Office
Fire Alarm Systems	Radio Equipment	Hand Tools
Communication/Construction Vehicles	Computer	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associates Degree or two years of study with concentration in the electrical or electronics field, or equivalent; four to five years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

IMSA Public Safety Dispatcher Certification (Desired); IMSA Fire Alarm Tech Level II; Novell NetWare Administration; IMSA Traffic Signal Tech Level II; CDL Driver's license with appropriate Addendum

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Tools, materials, methods, and practices of electrical and electronic maintenance and repair techniques.

Component parts of solid state and vacuum tube electronic and electromechanical devices used in computerized traffic control systems.

Digital, integrated, and solid state circuitry.

Record keeping, report preparation, filing methods, and records management techniques.

Standard business and technical arithmetic, including percentages and decimals.

Administration of staff and activities, either directly or through subordinate supervision.

Electronics and electrical circuits.

Specifications, construction, and operation of modern solid-state integrated circuit control apparatus.

Fiber optics cable construction and maintenance.

Skill in:

Design, construction, and installation of traffic control equipment, telecommunications equipment, and alarm monitoring and detecting systems.

Use and maintenance of tools and testing equipment.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Mental and Physical Abilities to:

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Direct the work of subordinate employees.

Deal with problems involving a few discrete variables in standardized situations.

Interpret a variety of instructions in written, oral, diagram, or schedule form.

Work from sketches and blueprints.

Read and interpret schematic drawings.

Use testing equipment to diagnose malfunctions of a computerized traffic control system and alarm monitoring and telephone equipment.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, crawl, talk, hear, and use hands to finger, handle, or feel.

While performing the essential functions of this job, the employee is frequently required to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is frequently required to ascend or descend, maintain body equilibrium, bend, reach and/or extend in any direction, and work with the hand, hands, or fingers. The employee may be exposed to outdoor weather conditions of high wind, rain, snow, extreme heat or cold, work near moving mechanical parts, risk of bodily injury from electrical shock or from falling from high, exposed places, and to fumes or odors that may affect the respiratory system, eyes, or skin

The incumbent's working conditions typically range from moderate to loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.