

ASSISTANT SUPERINTENDENT OF ALARMS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Alarms, an incumbent of this title performs skilled work involved in the maintenance and continuous operation of a fire alarm system, the police alarm system, and/or the traffic signal system. This position entails assisting the Superintendent of Alarms with the installation, maintenance and repair of fire alarms, police alarms and/or traffic signals. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists with the installation, maintenance and repair of fire alarm boxes and cables, test pedestals, punch registers, gongs, generators, batteries, circuit-protector boards, circuit switchboards, rectifiers, sirens and air whistles;

Tests wires, cables and other fire alarm equipment;

Assists with the maintenance and repair of all equipment associated with police telephone and telegraph stations and traffic signals;

Assumes responsibility for the maintenance and repair of fire alarm, police alarm and/or traffic signals, in the absence of the superintendent;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform duties of a firefighter as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the common practices, tools, terminology, and safety precautions involved in electrical work; good knowledge of the maintenance and repair of electrical instruments and equipment involved in a fire alarm system; some knowledge of communications and/or telephone circuits; mechanical ability; ability to work from plans, specifications and rough sketches; ability to follow oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; dependability; manual dexterity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or possession of a high school equivalency diploma and either: (a) two (2) years of experience where the primary function of the position was in the installation, repair and maintenance of alarm systems and/or electrical equipment; or (b) four (4) years of experience as a Firefighter which included the responsibility of repair and maintenance of fire alarm systems.

SUBSTITUTION: Satisfactory completion of 30 credits* in coursework in basic electricity or a closely related field may be substituted for up to one year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENTS: (a) Possession of a valid license to operate a motor vehicle in New York State at time of appointment; (b) where the position requires the incumbent to perform firefighter duties on an occasional basis, he/she must meet the requirements for fire fighter.

Towns, Villages,
Fire Districts
Cities of Rye & Peekskill
J. C.: Competitive
PAR3

Job Class Code: 0116