

SUPERINTENDENT OF ALARMS

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position has responsible charge of the maintenance and continuous operation of the fire alarm signal system, the police alarm system and/or the traffic signal system. This is skilled electrical work involving responsibility for performing a variety of difficult tasks in the maintenance and repair of signal systems. The work is usually performed under the general supervision of a police or fire chief. Broad leeway is permitted for independent decision-making on method and order of work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates and maintains voltage rectifiers;

Tests underground and overground cables to determine proper flow of current;

Supervises the continuous operation and maintenance of intercommunicating telephone and fire alarm boxes;

Supervises the electrical operation and maintenance of the police telephone and telegraph stations;

Supervises the repair and maintenance of all equipment associated with the fire alarm system;

Inspects and tests fire alarm system in order to discover and repair defects;

Repairs and maintains fire alarm boxes;

Maintains and repairs traffic lights;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the common practices, tools, terminology and safety precautions involved in electrical work; thorough knowledge of the maintenance and repair of electrical instruments and equipment; some knowledge of communications and/or telephone circuits; ability to work from plans, specifications and rough sketches; ability to follow oral and written instructions; ingenuity in the maintenance and repair of electrical equipment; 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; conscientiousness; dependability; good motor, hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or possession of a high school equivalency diploma and either: (a) four (4) 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) six (6) 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 on a year for year basis for up to two years 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 New York State operator's license 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 firefighter.

Towns, Villages
Cities of Rye & Peekskill
J. C.: Competitive
1b
PAR3

Job Class Code: 0115