

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Fire Safety Technician III

**Class Code:** 7734

**Pay Grade:** 415

**GENERAL CLASS DESCRIPTION:**

Under general supervision conducts inspections, tests and consultations necessary to ensure compliance with good safety practices and the standards imposed under Federal and State Occupational Safety and Health Laws applicable to all buildings and facilities and discover and recommend the remedies for safety hazards in those buildings and facilities. Oversees and coordinates the preparation and review of engineering drawings, justifications, and estimates for accuracy and utility. Modifies and maintains complex life safety equipment. Provides functional supervision over support staff including other Technicians.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Performs all characteristic duties and responsibilities of Fire Safety Technician II.
2. Conducts performance testing of sprinkler and suppression systems.
3. Provides functional supervision including training and instruction to other staff.
4. Reviews architectural drawings, and specifications of new construction projects and building alterations for adherence to safety and code standards. Attends meetings with engineers, managers, and contractors regarding fire and life safety systems and plans.
5. May initiate designs and bid documents for supplies and services necessary to develop and maintain sprinkler, suppression, and alarm equipment and their support systems.
6. Recommends specification and design standards for fire sprinkler, suppression, alarm, and life safety equipment.
7. Designs, programs, installs, and commissions fire alarm, sprinkler, suppression or life safety systems.
8. Identifies corrective actions and serves as a technical code advisor necessary to bring properties into compliance with applicable fire codes, laws, regulations,

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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standards, and educates property owners and their representatives of these actions.

9. Participates in fire alarm response and the investigation of fires, or the cause of fire alarm activation and identifies actions or corrective measures to prevent reoccurrence.
10. Acts as a liaison with city, state, and federal agencies to ensure compliance with safety and health codes, standards, or regulations.
11. Maintains inspection and inventory database software and documentation.
12. Prepares specifications, estimates, and maintenance procedures for fire and life safety systems.
13. Investigates methods, materials, and equipment to be used in building construction and alterations.
14. Coordinates and makes recommendations to engineers, contractors, buyers, and reviews submittals, specifications, cost estimates, and schematics.
15. Confers with engineers and architects concerning the feasibility of proposed facilities and renovation of existing facilities.
16. Confers with University faculty and administration on projects requested by the department.
17. Participates in review of bids and quotations and makes recommendations for awarding of contracts.
18. Prepares design and as-built drawings, specifications, estimates, maintenance procedures, and reports.
19. Calibrates and adjusts life safety equipment to insure optimum performance.
20. Maintains system documentation, CAD drawings, configurations, etc., and maintains and updates data backups.
21. Provides emergency response to the University as needed.
22. Performs other duties as assigned by appropriate department or administrative personnel.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to follow written and oral instructions.
2. Knowledge of technical drafting or engineering practices, procedures and reference sources.

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3. Knowledge of processes and procedures related to the design and construction coordination of new and remodel/repair projects.
4. Skill in operating technical equipment related to specified trade area.
5. Ability to communicate effectively with staff, students and the public.
6. Ability to identify and evaluate technical problems when conducting performance testing procedures.
7. Skill in utilizing computer software for uses such as design, scheduling, planning and or data management.
8. Ability to perform preventive maintenance and repairs on life safety equipment.
9. Ability to estimate labor and material costs, and to prepare, initiate and obtain quotes and orders for project materials and equipment.
10. Knowledge of the principles, methods and techniques used in the life safety and electrical field.
11. Knowledge of the tools and equipment of the electronics field and skill in their safe use.
12. Knowledge of the occupational hazards and safety precautions of the field.
13. Ability to follow written and oral instructions.
14. Ability to communicate effectively with staff, students and the public.
15. Ability to perform preventive maintenance and repairs on electronic equipment.
16. Ability to organize workflow and to supervise the work of others.
17. Ability to work and remain calm in stressful situations.
18. Knowledge of life safety systems and equipment.
19. Knowledge of and ability to interpret local, state, and national electrical and fire codes.
20. Ability to organize and prioritize multiple tasks.
21. Knowledge of OSHA regulations and ability to comply with OSHA procedures.

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**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Five years of related experience, which includes regular participation in activities such as project planning, designing, ensuring code compliance, estimating project costs, investigating problems, recommending actions or similar tasks.
2. Appropriate certifications in specialized field including NICET (sprinkler/alarm)

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**REVISION EFFECTIVE: JULY 1, 2020**