

**Title:** Fire Suppression System Foreman  
**PG:** 53  
**Status:** Civil Service  
**Position Reports to:** Manager of Facilities Maintenance  
**Department:** Public Works

**Class Code:** 7723  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is supervisory and highly technical work as a working foreman on various phases of the construction, maintenance and operation of City facility sprinkler, alarm and fire suppression systems. Work involves responsibility for supervising a crew of technicians engaged in installing, inspecting, maintaining, repairing, and modifying fire protection detection systems. Specific work assignments, oral or written are received from a superior, and the employee is responsible for getting necessary material, assigning tasks and directing the job through to completion with periodic and general supervision. Work is performed under the administrative direction of the Manager of Facilities Maintenance, who reviews and evaluates performances through conferences, reports, and periodic field inspections.

**ESSENTIAL FUNCTIONS:**

1. Supervises fire protection equipment maintenance, trouble shoots and analyzes equipment, prepares electrical project specifications, reviews new sprinkler, alarm, and fire suppression system installations.
2. Supervises fire suppression system mechanical maintenance, prepares machine shop bid specifications.
3. Supervises instrumentation and control functions and participates in maintaining equipment by overseeing skilled technicians. Utilizes programmable electronic controllers, analog electronic and pneumatic controls, personal computers and other equipment.
4. Performs tests to insure state certification requirements are met on sprinkler, alarm, and fire suppression systems.
5. Oversees daily work assignments to ensure equipment is maintained in safe and reliable operating condition.
6. Prepares reports and maintains records of inspection and maintenance activity.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the operation and maintenance processes associated with all types of fire alarms and fire suppression systems.
2. Considerable knowledge of policies and procedures, safety regulations, chemical hazards, and other precautions to promote an effective and safe workplace.
3. Knowledge of all construction fields, including electrical, masonry, mechanical, plumbing and instrumentation.
4. Knowledge of basic computer skills and applications including Microsoft Word, Excel, and Access.
5. Knowledge of federal and state laws, codes and regulations related to fire suppression equipment.
6. Ability to plan, train, organize and supervise the work of subordinate employees engaged in fire suppression system work.
7. Ability to establish and maintain effective working relationships with co-workers, property owners, officials, and the public.
8. Ability to express ideas clearly, both orally and in writing.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job could risk exposure to environmental hazards (combustibles/construction sites/fire scene investigations).

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High school diploma or its equivalent and ten (10) years of experience in fire suppression system inspection, installation, maintenance and operation.
2. Five (5) years experience as a maintenance mechanic or electrician.
3. Three (3) years experience as an instrument & controls technician.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must possess as a minimum a Contractor II State Fire Commercial Protection License and County or State Fire Alarm License.
4. NICET certification in Fire Alarm Systems preferred.
5. Must possess a valid Florida Class "A" Commercial Driver's License with appropriate endorsements as required.
6. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.