



Eastern Band of Cherokee Indians

FIRE SYSTEMS TECHNICIAN

Position Description

Program:	Information Technology	Reports to:	Supervisor - Security Life Safety
Division:	Office of Information Technology	Position Number:	990227003
Classification:	Exempt	Revision Date:	01/26/2024
Pay Level:	12	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Works under the direction of the Manager - Security & Surveillance in planning, executing, implementing, and modifying the communications area of EBCI Fire Safety system technical projects. Monitors problems with software and hardware concerning security and surveillance systems and ensures connectivity for these systems.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Assist the Supervisor - Security Life Safety with the planning, design, implementation, monitoring and evaluation of life safety policies, fire alarm systems, fire suppression and smoke evac exhaust systems, per NFPA standards throughout all Tribal facilities.
- Assist the Supervisor - Security Life Safety with the development, implementation and Enforcement of life safety and fire alarm policies throughout all Tribal facilities and programs.
- Schedule and maintain annual inspections for fire alarm systems, fire extinguishers, fire suppression systems, emergency exit lighting and elevators throughout all Tribal facilities.
- Set up and maintain connectivity for fire alarm systems, panic buttons, cameras, etc. and provide assistance to the Supervisor - Security Life Safety.
- Performs analysis of the network needs and contributes to the design, connectivity, architecture, integration, and installation of fire alarm systems per NFPA standards.
- Performs troubleshooting to isolate and diagnose common connectivity problems on all Tribal fire alarm system communications.
- Provides Tribal Programs with technical support on the use and implementation of fire alarm systems and life safety procedures.
- Upgrades hardware and software components as needed.
- Responds to needs and questions of users concerning their access of fire system resources.
- Assists with the installation and testing of necessary surveillance software and hardware.
- Assist the Supervisor - Security Life Safety with the evaluation, recommendations, purchase, installation and maintenance of new fire alarm and suppression equipment.
- Performs technical work on systems connectivity using appropriate precautions as to not cause damage to equipment of the EBCI.

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- Stays abreast of rapidly changing technology and assists in determining what future changes should be incorporated into the life safety systems and policies of the Tribe.
- Performs all duties according to established safety guidelines and Tribal policies.
- Provides updates, status and completions information to management, and users, via voice mail, email, spreadsheet documentation or in-person communication.
- Visits vendors to learn about available products, enhancements, or services.
- Schedule and assist with periodic testing and maintenance of all Life Safety Equipment, as prescribed by NFPA, NEC, Local Code, National Code or Tribal Policy.

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Four (4) years of related experience required. Experience to include 1 year working with concepts and technologies of Information Systems.
Education:	Associate's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 3 years with a High School Diploma/GED equivalent.
Licenses & Certifications:	Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must complete and pass the National Burglar and Fire Alarm Association Certified Alarm Technician Level 1 Course (within one year of hire date).
- Must complete Honeywell Notifier Training Course.

Safety/Accuracy Focus:

We support the Tribal Government. We must use professional judgment to interpret and prioritize to provide for the needs of the Tribal Programs. Computers, email, and other information system components must be set up to ensure that they are providing the intended service. If these services are interrupted, all communications will go down, and it could cost the Tribe financially, and otherwise.

Key Relationships:

Interacts with internal and external customers/clients in a polite and professional manner. Internal professional contacts include the Executive Director, accounting staff, program directors, coworkers, auditors, governmental agencies, vendors and the general public to exchange and/or provide information. Interpersonal skills are required along with tact, decorum, and professional etiquette. Assists in developing contracts and contacts.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has indirect access to most Tribal Financial data, vendors, personnel files, memos, and financial standing of affairs. Must adhere to the Non-Disclosure/Confidentiality Agreement of the Tribe in performance of duties.

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Complexity of Duties:

This position includes completing tasks of varying complexity levels. Constantly evaluates and modifies existing system to meet operational requirements. Must understand all ramifications and effects of any changes to the systems. Must use problem solving skills and be able to analyze data in performing job duties, with the primary understanding of the importance of Life Safety.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: Works in a normal business office environment with frequent travel to Tribal Program locations.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Close attention to detail and mental concentration for extended periods of time are required with systems problems and applications. Subject to frequent interruptions requiring varied responses. Must deal with multiple situations concurrently. Physical efforts require mobility, reaching, bending, manual dexterity, and visual acuity. Dexterity of hands and fingers to operate a computer keyboard, mouse and to handle other computer components.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Fire Systems Technician** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date