

# FPS

## Job Description

**Job Title:**

Installation and Repair Technician Mechanical

**Step:****FBS Code:****FLSA Status:**

Nonexempt

**FLSA Type:**

Professional

**Mgt Responsibilities:**

N

**Freedom to Act:**

General Direction

**Functional Area:**

Operations

**Department:**

Field Service

**Last Change Date:**

11/03/22

### Compensation Guidelines

**Salary Grade:****Bonus Eligible:**

Y

**Commission Eligible:****Car Eligible:**

Y

### Job Summary (maximum of four sentences)

Under minimal supervision, provides technical support and field service for end users of Fire Protection Systems. Performs on site system start-ups, inspections, maintenance services, and emergency repairs. Takes initiative to make decisions solely, responsibly, and proficiently on matters relating to providing our customers with quality service. Provides guidance and technical support to newly hired technicians. Assist office staff as needed to achieve maximum efficiency.

### Job Qualifications (minimum requirements)

**Educational Requirements:**

High School Diploma or a General Educational Development Diploma (GED).

**Experience Requirements:**

Two years of technical training and four years of field troubleshooting experience.

**Other Requirements:**

Extensive knowledge of Fire Suppression Systems. Solid verbal and written communication skills to accurately describe problems and communicate with customers. One year experience in performing assigned duties without supervision.

Preferred: Associates degree in a related technical field. Training Experience Knowledge of Microsoft Office Suite.

### Working Conditions / Physical Requirements

#	Essential	Primary Responsibilities
1	Y	All pre-engineering requirements (site survey or review of drawings and specifications).
2	Y	Attend a project "kick off" meeting with project salesperson, engineering and the sub-contract acquisition person or the Construction Manager
3	Y	Review of specifications and drawings and/or site visit, for each project is considered a pre-engineering function and is required. This pre-engineering function is to confirm piping layouts, component locations, verification of room dimensions and any special installation requirements, ie. lifts, scaffold, etc..
4	Y	Provide engineering submittal distribution and quantity information. Complete the Engineering Revision Form and forward to the Engineering Manager.
5	Y	Obtain engineering submittal approval and coordinate customer changes/comments with engineering.
6	Y	Advise FPS procurement to order equipment once the engineering submittal has been approved.
7	Y	Inform project salesperson of acceptance test scheduling and results. Determine with project salesman what change orders might be required.
8	Y	Identify and document any installation problems.
9	Y	Advise salesperson of any field change order requirements.
10	Y	Schedule training with the customer and FPS account manager Representative.
11	Y	Installing sprinkler systems in new buildings, or retrofitting existing buildings with new sprinkler systems
12	Y	Identifying problems with existing fire sprinkler systems and repairing them
13	Y	Assists Engineering Dept. by providing them with As-Built updates, whenever possible.
14	Y	Maintains the confidentiality of all customer information processed.

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. 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 job.