

## ASSISTANT SUPERINTENDENT OF ALARMS

GENERAL STATEMENT OF DUTIES: Under the general supervision of the Superintendent of Alarms, performs skilled work involved in the maintenance and continuous operation of a fire alarm system, the police alarm system, and/or the traffic signal system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position entails assisting the Superintendent of Alarms with the installation, maintenance and repair of fire alarms, police alarms and/or traffic signals.

### EXAMPLES OF WORK: (Illustrative Only)

Assists with the installation, maintenance and repair of fire alarm boxes and cables, test pedestals, punch registers, gongs, generators, batteries, circuit-protector boards, circuit switchboards, rectifiers, sirens and air whistles;

Tests wires, cables and other fire alarm equipment;

Assists with the maintenance and repair of all equipment associated with police telephone and telegraph stations and traffic signals;

Assumes responsibility for the maintenance and repair of fire alarm, police alarm and/or traffic signals, in the absence of the superintendent;

May perform duties of a firefighter as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the common practices, tools, terminology, and safety precautions involved in electrical work; good knowledge of the maintenance and repair of electrical instruments and equipment involved in a fire alarm system; some knowledge of communications and/or telephone circuits; mechanical ability; ability to work from plans, specifications and rough sketches; ability to follow oral and written instructions; initiative; resourcefulness; dependability; manual dexterity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school or possession of a high school equivalency diploma and two (2) years of experience in the installation, repair and maintenance of electrical and/or mechanical equipment; or (b) six years of experience as stated under (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS: (a) Possession of a valid license to operate a motor vehicle in New York State 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 fire fighter.