Fire Alarm Operator

Definition

This is responsible clerical and limited mechanical work in receiving and transmitting fire alarms on an assigned shift.

Employees in this class are responsible for receiving fire alarms over a standard signal system and for dispatching fire equipment in accordance with the location and nature of the alarm. Dispatching is governed by rules and standards and employees work under general supervision with few specific instructions. Unusual cases may be referred to a superior for determination of procedure to be followed.

Examples of Work Performed

Receives fire alarm signals from alarm boxes and dispatches alarms to all stations by setting transmitter to indicate number from which alarm was sent and transmitting signal over primary and secondary circuits.

Supervises switchboard operator receiving fire and other emergency alarms over telephone, and advising him on which fire companies to dispatch on basis of established street index assignments and the nature of emergency.

Tests and inspects fire alarm equipment in office, tests outside lines to see that they are in working order, ascertains that constant current is maintained on circuit.

Records alarms and all movements of apparatus, maintains street index system showing companies that should respond to alarms received by telephone.

In absences of switchboard operator, operates a switchboard and intercommunication system to relay information to officers and stations.

Performs minor maintenance to fire alarm communication equipment.

Performs related work as required.

Knowledge, Skills and Abilities

Knowledge of the location of streets and physical layout of the City.

Knowledge of the principles of electricity as applied to communication equipment.

Ability to learn readily the location of fire hydrants, fire alarm boxes, and principle fire hazards in the city.

Ability to obtain essential information from persons under emergency conditions.

Ability to think clearly and act quickly in emergency situations.

Ability to maintain routine clerical records.

Experience and Training Requirements

One year of experience in maintenance or operation of communication equipment.

Completion of grammar school