

Ponderosa Volunteer Fire Association, Inc.
Fire Alarm and Secure Entry Analyst
Part Time Position
July 2021

Purposes

- To address fire alarm notifications to this agency with the goal of reducing false emergency activations.
 - Each false emergent notification costs this agency a fee per call, response resources, operational costs, and administrative time.
- The existing property and building secure access process require assurances that we can access properties without delay.
 - Apartment gates, residential gates, and commercial occupancies

Supervision

- General supervision and direction provided by the Fire Chief.
- Receives direction and task assignments from the Assistant Fire Chief, Deputy Chief and District Chiefs.

Primary Duties

- Position is to examine fire alarm systems and gate/entry operations while on duty
- Responsible for time keeping, detailed record keeping and interfacing with the Office Manager and Fire Chief
- The position has no purchasing authority without specific direction from at least one of the chiefs
- Other duties as assigned

Qualifications

- Good physical condition
- Capable of high-quality interpersonal skills
- Enhanced knowledge of fire alarm systems
- Strong capabilities of Microsoft Office
- Motivated self-starter
- Current Texas drivers license and personal vehicle insurance
- Must be United States Citizen

Work Period

- This is a part time hourly position with flex time opportunities
 - Starting pay \$20 per hour
- The position may attain a maximum of 20 hours per week
- The normal work time begins at 9 am and ends at 4 pm weekdays only
- Pay periods will be within the existing PVFA schedule (every two weeks)

Benefits

- Workers Compensation provided
- AFLAC Accident Indemnity Advantage
 - Cost share between Employer and Employee of 50/50 for base policy
- Uniform provided
- PVFA vehicle provided while on duty for task assignments
- Access to PVFA computers and IT
- Cell phone stipend of \$50/month during employment

Tasks to be Performed

- Obtain and utilize data to identify false emergent alarms and emergency alarms
- Create and maintain an accurate data base
- Identify alarm causations and follow up with building owners/tenants
 - Interface with the county fire marshal as needed
- Create a system of invoicing for false emergent alarms and pursue same
- Create a system of identifying secure entry addresses and responsible parties
- Assure security entry systems are in proper working order
 - Review entry system requirements as adopted by Harris County with the facility owner/tenant; includes some residential interfacing
 - Communicate as necessary with building/community owners, management, HOA's and the county fire marshal
- Work with the Deputy Chief interfacing data within Responder 360
- Participate as a support emergency responder during major events in district while on duty
- Other related tasks as necessary related to the above

Application Process

- Contact the Fire Chief for further information 281-444-8465
- Start date to be as soon as feasible
- Will use a Ponderosa FD application form