

## **CRITICAL BUILDING SYSTEMS SPECIALIST**

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**Purpose Statement:**

The job of Critical Building System Specialist is done for the purpose/s of planning, implementing, directing, and maintaining the maintenance, repair, and alteration of district's critical systems (i.e., access control, security video systems, intrusion, and fire alarm) and preparing and managing the annual budgets for maintaining these systems.

**Essential Functions:**

- Administers district security servers for the purpose of maintaining secure access and accountability to district facilities, which includes CCTV, intercoms, fire, intruder alarms, badge access, etc.
- Conducts training for the purpose of providing information on proper procedures and use of access control and video modules.
- Coordinates service contracts for critical building systems, for the purpose of ensuring both fiscal and contractual accountability.
- Communicates directly with service providers for the purpose of ensuring accountability.
- Develops long and short-range plans/programs for the purpose of ensuring that district resources are effectively utilized.
- Directs department functions for the purpose of prioritizing project deadlines and ensuring optimal critical systems operation.
- Inspects new construction, repair work, equipment, daily maintenance of systems and supplies for the purpose of ensuring that jobs and processing of payment requests are completed efficiently.
- Maintains low voltage systems such as: fire, intrusion, video, and access control for the purpose of providing safe and secure working environments.
- Manages the district access control strategy for the purpose of ensuring that district wide access rights are delegated, documented, and tracked in a timely manner and in support of the various district departments.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Prepares maintenance manuals detailing inspections, adjustments, repairs, and replacement work procedures for the purpose of providing preventive, scheduled, and reactive maintenance to critical systems equipment.
- Presents information (e.g., data logs, maintenance schedules, service records and reports, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.

- Reviews work assessments (e.g., determining the scope of work for projects, estimating completion times, determining associated cost for materials and supplies, etc.) for the purpose of responding to request/needs of district buildings and/or staff in regard to critical system issues.
- Assists night security and district administration outside normal working hours as needed.
- Manages the programming of the district's 20 MPH beacons.
- Prepares video and reports for the communications department.
- Manages video intercom buzz-in systems at each facility location.

### **Other Functions:**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Assists other trades as needed for the purpose of meeting demands and completing work orders in a timely manner
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Assists in upholding and enforcing school rules, administrative regulations, and board policies
- Attends meetings for the purpose of conveying and/or gathering information
- Attends district and area meetings related to operations
- Attends meetings as required by the department and related service organizations.
- Maintains regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Performs the physical requirements of the position, work within the established working conditions of the position.
- Assists with district and/or law enforcement investigations as necessary.
- Works a flexible schedule, which may include evenings.
- Performs other job functions as assigned.

### **Job Requirements: Minimum Qualifications** **Skills, Knowledge, and Abilities**

SKILLS to perform multiple, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include adhering to safety practices; low voltage troubleshooting; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes governmental accounting/bookkeeping principles; and pertinent codes, regulations, policies and/or laws, including GAAP, GASB, FASB, WA state sales tax and the IRC.

ABILITY to schedule several activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider several factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex

processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with constant interruptions; and working with detailed information/data.

**Responsibility**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job’s functions. There is a continual opportunity to impact the Organization’s services.

**Working Environment**

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 40% walking, and 10% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience:** Job related experience within specialized field is required.

**Education:** High School diploma or equivalent

**Required Testing**

Pre-employment proficiency test

**Certificates & Licensing**

Active Low Voltage Electrical License  
Valid Driver’s License

**Continuing Education/Training**

Recertification of low voltage license  
Up to date training on above listed items

**Clearances**

Criminal Justice  
Fingerprint/Background Clearance