

**SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Security System Technician
Date Prepared or Last Modified: November 2022
Work Year: 12 months
Department: Construction
Reports To: Sr. Construction Project Manager

SUMMARY Provide administrative and technical support to ensure smooth operations of the District's Security Systems. Provides maintenance and upkeep of District's security systems including; access control, intrusion detection, CCTV, communications system (including public address (PA), and duress (panic) systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 10% Install all client software and provide technical support and training for staff using security systems.
- D 10% Support day-to-day operations with staff, perform troubleshooting as required. Lead problem-solving efforts involving outside vendors and other support personnel.
- W 15% Maintain the District's security systems' hardware and software, including system databases. Manage files, create, change, and delete user accounts. Provide maintenance on hardware for security systems as required, including changing batteries.
- D 25% Monitor security systems on daily basis, create reports based on monitoring.
- W 5% Perform any and all testing on security systems.
- W 10% Assist in coordinating new installs of hardware and software for security systems, as well as assisting in the setup of accounts, including monitoring services, as applicable for duress, intrusion, and communication systems.
- M 5% Install all systems and upgrades at each site as required.
- A 5% Attend manufacturers' training sessions/certifications for all security systems.
- W 10% Print and maintain personnel badges for access control.
- D 5% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING Four years of high school. Must obtain and maintain all required and future system certifications for the maintenance of the various security and communication systems. Criminal background check will be required for hire.

EXPERIENCE At least 3 years of managing experience of providing access control system and CCTV maintenance preferred.

SKILLS, KNOWLEDGE, AND EQUIPMENT Must have basic network troubleshooting skills, intermediate computer hardware repair and software troubleshooting skills. Oral and written communication skills. Interpersonal relations skills; Customer service and public relation skills

CERTIFICATES, LICENSES, AND REGISTRATIONS A+ certification in both hardware and software and N+ certification required within 6 months of hire. Valid Colorado Driver's License required.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no supervisory responsibilities. Acts as a technical resource for District staff by providing technical assistance and training on network applications.

JUDGMENT AND DECISION MAKING Work is assigned by Supervisor. This job requires intermediate to advanced computer hardware and software skills in order to troubleshoot problems. Work is guided by application and system specifications and department and District policies and procedures. Decision making requires collaboration with Peers, Supervisor, Construction Department team, and application end-users. Supervisor is always involved in decision making.

DIVERSITY OF DUTIES This job includes every aspect of security systems computer setup and support. Therefore, in addition to computer operating systems and application knowledge, the position requires knowledge of network wiring and configuration since all computers are part of a wide area network.

SAFETY TO SELF AND OTHERS Low exposure to self to bruises and cuts due to typical office accidents and to repetitive motion injuries due to keyboarding.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is regularly required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee frequently must lift and/or move up to 25 pounds and occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, communicate, coordinate, instruct, and compute. Occasionally required to analyze, copy, synthesize, evaluate, compile, and negotiate.