JOB DESCRIPTION
MOORE PUBLIC SCHOOLS

Job Title: **Physical Security Technician**

NOTE: Physical Security Technician can be assigned to work in any of the areas listed below.

Qualifications:
- High school diploma and or GED
- Experience with Fire and security alarm systems
- Experience with intercom systems
- Experience with IP camera systems
- Experience with access control systems
- Specialized training may substitute for some work experience
- **Preference given to those with state license in one or more areas above**

Credentials: Valid Oklahoma Driver's License and acceptable Driving record**.**

(Optional) Individual must obtain and maintain related certifications and/or licenses related to their responsibilities every 3 years.

Training or Experience Required:
Preferred commercial experience working with Fire and security alarm systems troubleshooting, repair and installation
Experience working with intercom systems troubleshooting, repair and installation
Experience working with IP camera systems troubleshooting, repair and installation
Experience working with access control systems troubleshooting, repair and installation

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Date Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.

Site: Technology Center
Reports to: Director of Technology or Designee

Job Description (Purpose of Position): The Physical Security Technician must possess solid problem-solving skills, technical knowledge, strong communication skills, good task management, and critical thinking skills. They must enhance systems efficiency by providing timely technical support.

The Physical Security Technician must manage, monitor, and repair the districts alarm, intercom, IP camera system and access control systems. They will also ensure that systems are configured correctly and are running efficiently. Duties for the Physical Security Technician will include installing alarm, intercom, IP camera and access control equipment, diagnosing and repairing problems, monitoring, and inventory management. The expertise and knowledge will assist Moore Public Schools in enhancing end-user service and ensuring that the districts systems are optimized for day-to-day operations.

Contact with Others: An incumbent in this position has regular contact with members of the technology department, district, personnel, vendors, and others. Interpersonal interaction or communication is critical.

Performances Expectations: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

Essential Job Function (Performance Responsibilities):

- Install a variety of cable and wiring systems above ceilings, below floors, inside walls, and outdoors as needed
- Install and maintain systems for fire, security, intercom, IP cameras and access control as needed
- Maintain records, prepare reports, and compose correspondence relative to the work as needed.
- Assist with training on new hardware and software when needed.
- Work with vendors on the expansion and maintenance of security, intercom, IP camera and access control infrastructure as needed
- Communicate with various clients (i.e. teachers, custodians, administration) to gather information to help troubleshoot issues.
- Maintaining inventory of technical equipment
- Perform other duties and tasks as assigned or deemed necessary

Supervision Exercised: The technician may supervise based on assignment level.

Physical Requirements: Other than duties listed above, must have the ability to lift boxes containing security and intercom equipment, climb ladders, and string cable.

Terms of Employment:	260 Days. **Individual must be able to work extended hours, weekends or alternate hours.**
Salary:	Tech II; or Tech II with Lead if qualified and selected. Leads are selected via internal interview and selection
Evaluation:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 10-14-19