

Job Title: **Life Systems/Security Technician**
Job Family: **Trades**
Pay Program: **Classified**
Typical Work Year: **12 months**

Job Code: **1451**
FLSA Status: **Non-Exempt**
Shift Differential: **Yes**
Pay Range: **G23**

SUMMARY: Responsible for testing, troubleshooting, repairing, and maintaining life safety and security systems that are part of District buildings, including, but not limited to: fire alarm, access control, lockdown integration, analog intercom, intrusion detection, analog video intercom, clock, scoreboard, and rescue assistance. Conduct preventative maintenance inspections and initiate work orders to repair deficiencies. Research and design life safety and security systems and provide technical support for new construction and renovation projects to align with industry standards. Perform inspections of new construction and renovation projects to ensure they adhere to District technical guidelines. Collaborate with the District Information Technology department to configure and troubleshoot network parameters for life safety and security systems. Perform programming, data backup, and restoration functions of related systems. Estimate, manage and commission trade related facility modification projects. Maintain and update trade related drawings and documents.

This position includes two functional disciplines, Life Safety and Security, as assigned by the Team Lead. Each technician is designated a primary discipline, which defines their principal area of responsibility and workload distribution, while also maintaining secondary responsibility in the other discipline to support operational resiliency and emergency response requirements across District facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	Life Safety % of Time	Security % of Time
1. Test, troubleshoot, repair and maintain life safety systems that are part of District buildings, including, but not limited to: fire alarm, analog intercom, clock, scoreboard and rescue assistance.	D	40%	10%
2. Test, troubleshoot, repair and maintain security systems that are part of District buildings, including, but not limited to: access control, lockdown integration, intrusion detection, analog video intercom.	D	10%	40%
3. Conduct preventative maintenance inspections and initiate work orders to repair deficiencies.	W	18%	
4. Research and design life safety and security systems and provide technical support for new construction and renovation projects. Perform inspections of new construction and renovation projects to ensure they adhere to District technical guidelines.	W	10%	
5. Collaborate with the District Information Technology department to configure and troubleshoot network parameters for Life Safety and Security systems.	W	5%	
6. Perform programming, data backup and restoration functions for Life Safety and Security systems.	W	5%	
7. Estimate, manage and commission trade related small facility modification projects.	M	5%	
8. Maintain and update trade related drawings and documents.	M	5%	
9. Perform other job-related duties as assigned	Ongoing	2%	
	TOTAL	100	

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree in any subject or two-years of training in electrical technology, IT/networking, apprenticeship programs, or a related field. Two additional years of relevant experience may substitute for this requirement.
- Minimum of three (3) years of experience in electronics, which may include experience in troubleshooting, repair, installation, or maintenance of electronic systems.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Valid Colorado driver's license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Manufacturer training in fire alarm, access control, and analog intercom and intrusion detection required within 18 months after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem-solving skills.
- Ability to troubleshoot and repair complex Life Safety and Security systems.
- Ability to read and interpret applicable codes (NFPA, Life Safety, IBC, NEC, and ADA).
- Ability to read and understand schematics and construction drawings.
- Ability to plan and program software for Life Safety and Security systems.
- Ability to understand and troubleshoot networked systems and configure IP devices.
- Ability to promote and follow Board of Education policies, District policies, and building and department procedures.
- Ability to respond to departmental emergencies.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Intermediate to advance operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel and Google platform.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, E-mail, etc.
- Operating knowledge of and experience with hand and power tools and electronic test equipment and aerial lifts.
- Operating knowledge of diagnostic equipment preferred at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Electronic Technician, Lead	5044

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Make purchases with District credit card and document purchases.
- Work within the prescribed budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives		X		
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	