

SECURITY/SURVEILLANCE SYSTEM TECHNICIAN

DEFINITION

Under the direction of the Maintenance Supervisor, organizes, coordinates, and performs skilled work in the installation of conduit raceways (above and below ground) to pull wire and make terminations; performs maintenance and repair on a variety of electronics, telecommunication, fire alarm, security alarm, surveillance, audio-visual equipment, office equipment, computers, and computer terminals. Performs a variety of functions to assist in the planning and implementation of telecommunication, alarm and database network operations. Serves as a resource and provides support to users pertaining to telecommunication, alarm system, electronic based office equipment and computer hardware; performs semi-skilled and skilled functions in other maintenance trade areas; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- coordinates, organizes, installs and performs skilled maintenance and repair of telecommunication equipment (phone, intercom and radio), computers, computer terminals, data network equipment, fiber optics, electronic office equipment, fire alarm, security system, surveillance equipment, and a variety of other electronic equipment
- performs the installation, maintenance and repair of communication lines, classroom telecommunication systems, security and fire detection systems, electronic clock systems, fiber optics, database networks and scoreboards including but not limited to installing conduit raceway, wiring terminations
- installs and repairs fire alarm systems, classroom communication systems and master clocks for passing bells
- rezones security and fire alarm system devices as needed for proper operation and coverage of sites
- utilizes a variety of specialized electronic testing equipment in diagnosing, evaluating and testing electronic related equipment
- aligns, adjusts and calibrates electronic equipment in accordance with manufacturer specifications
- replaces defective electronic components, parts and wiring using a variety of hand tools, equipment and machinery
- investigates, tests, and recommends the purchase of electronic, audio-visual equipment, computer hardware, fire alarm, security alarm equipment, data, phone equipment, and surveillance equipment
- maintains an adequate inventory of electronic components, phone, data, computer, fire and security alarm equipment, surveillance equipment, parts, supplies and repair materials
- maintains and updates a technical library of manuals, blueprints, schematic drawings and certification records
- plans, organizes, performs work tasks from blueprints and schematics
- maintains District security passcodes; records and assigns new and/or changed passcodes as required to District staff
- conducts in-service training programs relative to the operation and maintenance of telecommunication systems, computer equipment, network systems, security and fire detection systems, and other electronic equipment
- confers and provides technical support to electronic system users
- monitors outside technical vendor services to ensure a high standard of performance
- serves as a technical support in the planning and installation and developments of information networks and database systems
- may design, implement, maintain, program, and manage all network equipment

QUALIFICATIONS

Knowledge of: Knowledge of: Methods, procedures, techniques, materials, installation (including installation of conduit raceway, wire and terminations), and equipment utilized in the installation, repair and maintenance of telecommunication equipment; data network wiring and fiber optic termination,

media retrieval systems, computer hardware, and equipment, electronic and audio-visual equipment, clocks, classroom bells systems, security and fire detection systems, district policies, legal mandates, and codes pertaining to the installation of alarm systems, and inspection, repair, installation, and maintenance of computer data, hardware, telecommunication equipment, electronic, audio-visual, fire, security, surveillance, and specialized systems; safe working methods and procedures.

Ability to: Skillfully install, maintain, and repair various types of telecommunication systems, data network systems, electronic and audio-visual equipment, clocks, fire and security detection and communication systems; utilize special electronic testing equipment to determine defects and malfunctions; under the direction of the Maintenance Supervisor lays out and coordinates the work of others; accurately estimates labor and material costs; maintains records and is able to prepare concise reports; understand and carry out oral and written directions; establishes and maintains cooperative working relations; performs all other duties as assigned and or required.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 50 to 75 pounds to lift, carry, push, pull or otherwise move objects
- will walk or stand for extended periods of time, will occasionally be required to ascend or descend ladders, stairs, scaffolding, and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone and other communication devices
- must possess the manual dexterity to operate equipment and use hand tools and work with various objects and materials
- may be exposed to hot, cold, wet, humid, or windy conditions caused by weather

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Four years of journeyman level experience, three of which must be within the last ten years, in the installation, maintenance and repair of computer hardware, classroom telecommunication systems, classroom bell systems, data network systems, electronic, audio-visual equipment, clocks, security surveillance and fire alarm and detection systems.

Education: Verification of a High School diploma, a GED certificate or a higher degree, supplemented by course work and training in the maintenance and repair of computer, electronic, telecommunication systems, data network systems, fiber optics, security and fire detection systems and audio-visual equipment is desired.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required. Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.