

SCHOOL SECURITY SYSTEMS MAINTENANCE SPECIALIST

61059

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This position is responsible for maintaining the physical security systems in a school district. Work involves the installation and continuous maintenance / operation of electronic locks, card access systems, Closed Caption Television systems and other related security equipment. An employee in this class is responsible keeping the proper personnel informed as to the status of all systems. Supervision is received by the Director of Facilities. This position does not regularly supervise subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES

Troubleshoots, adjusts, maintains, replaces, and repairs Programmable Logic Controllers (PLC), which service all doors and communications throughout the school district.

Troubleshoots, tests, adjusts, maintains, operates and instructs others in the operation of card access system, CCTV cameras and associated equipment.

Works with local and national vendors to modify available components and customizes their electronics to work with the existing systems within the school district.

Troubleshoots, tests, adjusts, maintains, replaces, and repairs all electronic locks, gates, doors, and other mechanical security fixtures and equipment essential to the secure operation of the school district.

Documents and implements preventive maintenance of all security systems.

Works from elevated positions using step stools, ladders, man lifts and scaffolding

Operates electric and pneumatic power hand tools

Routinely carries or moves tools and equipment weighing up to 50 lbs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principles, methods, materials, tools and equipment of the locksmith trade

Good knowledge of the principles, methods, tools, and equipment of CCTV camera systems and associated equipment.

Good knowledge of the principles, methods, tools, and equipment of card access systems and associated equipment.

Working knowledge of the districts security procedures concerning the issuance of access badges, keys and locks.

Ability to read mechanical and structural blueprints.

MINIMUM QUALIFICATIONS

Open Competitive:

Four (4) years of work experience, or its part-time equivalent, maintaining electric locks, card access systems and CCTV systems.

Date of Original Composition 7/2017