

Technician, Electronic Security

FLSA Status: Non-Exempt

Pay Grade: 13

Job Title ID: 163002

Job Series/Job Family: Business Services Series / Environmental Health & Safety Family

Reports To

Director, Security Management

Job Purpose

Responsible for performing skilled security technician work in the service/repair, alteration, installation and maintenance of all security related systems at ACC; resolving immediate operational and/or safety concerns; maintaining a preventive maintenance program; and assisting other skilled trades.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Performs service/installation of access control, intrusion alarm, closed circuit television systems, and other various security related systems.
2. Evaluates, diagnoses, troubleshoots systems and perform repairs as necessary.
3. Assists in the development of training programs for employees.
4. Performs upgrades and additions to systems in order to increase functionality and usability.
5. Performs computer program entry as required to add closed circuit television cameras, access control devices, and intrusion alarm systems as needed.
6. Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
7. Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
8. Prepares documentation in a variety of written and electronic formats (e.g. daily paperwork/log, time and materials, key and material records, key inventory, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
9. Evaluates, diagnoses, troubleshoots systems and perform repairs as necessary.
10. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
11. Responds to emergency situations during or after hours for the purpose of resolving immediate safety/security concerns.
12. Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
13. Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e. coordination with electricians, locksmith, carpenters).
14. Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Ability to select the proper type of cable and perform installation in plenum or non-plenum rated environments.
- Familiarity with local, state, and federal codes as they apply to security and life safety equipment.
- Intermediate knowledge of computer, networks, and information technology related systems.
- Intermediate knowledge of structured cabling.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining confidentiality of work related information and materials.
- Effective communication and interpersonal skills, including tact and diplomacy.
- Effective organization and planning skills.
- Maintain an established work schedule, including some evenings and weekends.
- Mechanical aptitude.
- Ability to communicate in a concise and effective manner.
- Ability to understand and follow instructions precisely.
- Ability to read blueprints, architectural, mechanical, and electrical documents.
- Ability to work independently.
- Ability to use test equipment such as multi-meter, signal tone generator, oscilloscope, time-domain reflectometer.
- Ability to read blueprints, architectural, mechanical, and electrical documents.
- Safely drive an ACC vehicle.

Computer Skills

Required

- Demonstrated ability to use standard office software programs.

Physical Requirements

Required

- Ability to hear horn and/or warning devices at a distance of 30 yards.
- Lifting up to 35 pounds.
- Perform tasks requiring bending, stooping, kneeling, standing and walking significant distances.
- Visual ability (uncorrected or corrected) to observe and detect signs of dangerous obstacles at a distance of 30 yards and to verify written information at a close range.
- Work from ladders and scaffolds or at heights above 30 feet.
- Work is performed within extreme temperature ranges.
- Ability to safely use hand and power tools.

Work Experience

Required

- Three (3) years installing, servicing, and maintaining access control and closed circuit television systems.

Preferred

- Five (5) or more years installing, servicing, and maintaining Software House access control and Salient Systems closed circuit television systems.

Education

Required

- High School diploma or educational equivalent.

Preferred

- AAS degree, or some college courses in related area.

Licenses/Certifications

Required

- Valid DPS Security Individual Registration.
- Valid Texas Driver's license.

Other

Required

- Dependable transportation for travel within the ACC District.

Preferred

- Experience with Gai-tronics, Viking Electronics, AiPhone, Inovonics, GE, Samsung, Sony, and/or Axis equipment.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.