Primary Purpose:

Ensure the district’s fire and security systems are functioning properly and maintained in a cost effective manner by performing regular preventive maintenance and repairs. Provide assistance and training at the campus level through regular visits to ensure all administrators and staff are capable of utilizing deployed systems appropriately.

Qualifications:

Education/Certification:
High School Diploma required
State Fire Alarm License, required
Technical Certificate in Basic Electronics, preferred

Special Knowledge/Skills:
Knowledge of low voltage electronics
Knowledge of fire alarm systems
Knowledge of security systems
Knowledge of basic electronics
Knowledge of Microsoft computer operating systems
Knowledge of basic network infrastructure
Ability to maintain databases in Microsoft Excel
Provide valid Texas Class C driver license and prove insurability to operate district vehicles.

Experience:
Minimum of two (2) years’ experience working on fire and/or security systems

Major Responsibilities and Duties:

Security and Telecommunications

1. Maintain all security intrusion and access control systems in the district by performing preventive maintenance, regular inspection and repairs as required.
2. Maintain all entry control and visitor/volunteer screening systems in the district by performing preventive maintenance, regular inspection and repairs as required.
3. Maintain all fire alarm systems in the district by performing preventive maintenance, regular inspection and repairs as required.
4. Make regular visits to assigned campuses and provide support to administrators and staff as needed or requested.
5. Identify deficiencies in all low voltage systems assigned to the security department during campus visits and make repairs or report via district work order system.
6. Respond to fire alarms as required by the International Fire Code to perform prompt systems maintenance and repair.
7. Perform annual back up battery preventive maintenance on security and fire alarms systems and document all results for future planning and budgeting.
8. Maintain accurate databases on assigned systems to be used for special projects, asset management and construction.
9. Ensure all software on assigned systems is regularly updated and archived.
10. Provide input on construction projects as required and perform walkthroughs to ensure all work is complete to district standards.
11. Perform periodic after-hour standby duty to respond to technical issues as needed.
12. Maintain a spare parts inventory to be utilized to reduce downtime and outages.
13. Complete all work order records in a timely and complete manner by recording hours, costs and a detailed description of work completed.
14. Assist with any security issues as directed by the director of security and telecommunications.
15. Assist other electronic trades as needed to complete their assigned duties.
16. Adhere to district directives, policies and safety standards as they relate to daily duties.
17. Perform self-study to maintain technical proficiency on systems utilized by the district along with NIMS and Emergency Operations training.
18. Demonstrate behavior that is professional, ethical and responsible, and serve as a role model for all district employees and staff, as well as students, parents, community members and guests of the district.
19. Perform other duties as assigned by supervisors within the line of authority.

Policy, Reports, and Law

20. Act as district representative for all fire marshal facility inspections by walking locations with fire inspector to record and report all deficiencies to ensure fire code compliance.

Supervisory Responsibilities

None.

Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** Standard office equipment; personal computer and peripherals; telephone, cellular phone, copier/fax machine; calculator; school vehicle; radio communication equipment; hand tools; digital volt/ohm meter; power tools; safety equipment

**Posture:** Ability to stand and sit for prolonged periods of time; ability to climb a ladder, ability to kneel or crawl

**Motion:** Prolonged sitting and walking; twisting, reaching, pushing/pulling; overhead reaching

**Lifting:** Lifting up to 50 pounds (ladder weight) on a regular basis; light carrying under 20 pounds (tool bag) on a regular basis

**Environment:** Exposure to temperature extremes (hot or cold); exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards, exposure to chemical hazards; exposure to electrical hazards; work outside; prolonged exposure to sunlight; work on slippery or uneven surfaces; work alone; work prolonged or irregular hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions; climbing stairs, driving school vehicles; ability to exercise reasoning and problem-solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written).

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.