Job Title: Security Electronics Technician - Unlicensed  Exemption Status/Test: Non-Exempt
Reports to: Supervisor Security Systems  Date Revised: October, 2015
Dept. /School: Security & Telecommunications

Primary Purpose:
Ensure the district low voltage systems assigned to the Security Department 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
Technical Certificate in Basic Electronics, preferred

Special Knowledge/Skills:
Knowledge of low voltage electronics
Knowledge of CCTV surveillance systems (if assigned)
Knowledge of public address and sound systems (if assigned)
Knowledge of telecommunication systems and principles (if assigned)
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 low voltage systems

Major Responsibilities and Duties:

Security and Telecommunications

1. Maintain all assigned low voltage systems in the district by performing preventative maintenance, regular inspection and repairs as required.
2. Make regular visits to assigned campuses and provide support to administrators and staff as needed or requested
3. 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.
4. Maintain accurate databases on assigned systems to be used as inventory for special projects, asset management and construction.
5. Review and update district maps to indicate location of system components accurately.
6. Ensure all software on assigned systems is regularly updated and archived.
7. Provide input on construction projects as required and perform walkthroughs to ensure all work in complete to district standards.
8. Maintain a spare parts inventory to be utilized to reduce downtime and outages.
9. Complete all work order records in a timely and complete manner by recording hours, costs and a detailed description of work completed

Policy, Reports, and Law

10. 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.