Job Title: Security Electronics Technician Recovery  
Exemption Status/Test: Non-Exempt

Reports to: Supervisor Security Systems  
Date Revised: November, 2015

Dept. /School: Security & Telecommunications

Primary Purpose:
Ensure that district technology devices are tracked and properly recovered when reported lost or missing, and support security department operations by working with technicians to maintain designated systems by preventive maintenance and repair.

Qualifications:

Education/Certification:
High School Diploma required  
Technical Certificate in Basic Electronics, preferred

Special Knowledge/Skills:
Knowledge of low voltage electronic  
Knowledge of Apple operating systems  
Knowledge of Microsoft operating systems  
Knowledge of basic electronics principles  
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 Apple and Microsoft systems.

Major Responsibilities and Duties:

Security and Telecommunications

1. Utilize tracking software to maintain positive control and to recover technology equipment that has been reported as lost or missing.
2. Work with local law enforcement to recover equipment that has been reported as stolen.
3. Maintain all assigned low voltage 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. Maintain accurate databases on assigned systems to be used as inventory for special projects, asset management and construction.
7. Ensure all software on assigned systems in regularly updated and archived.
8. Provide input on construction projects as required and perform walkthroughs to ensure all work is complete to district standards.
9. Compile all work order records in a timely and complete manner by recording hours, costs and a detailed description of work completed.
10. Assist other electronic trades as needed to complete their assigned duties.
11. Assist with any security issues as directed by the director of security and telecommunications.
12. Adhere to district directives, policies and safety standards as they relate to daily duties.
13. Perform self-study to maintain technical proficiency on systems utilized by the district along with NIMS and Emergency Operations training.
14. 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.
15. Perform other duties as assigned by supervisors within the line of authority.

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.