



Job Title: Security Electronics Technician - Unlicensed **Exemption Status/Test:** Non-Exempt
Reports to: Security Coordinator - Systems **Date Revised:** February 2021
Dept. /School: Security

Primary Purpose:

Maintain district low voltage systems assigned to the security department by performing inspections, repairs and preventive maintenance.

Qualifications:

Education/Certification:

Required:

High School Diploma or GED

Preferred:

Military Veteran with Honorable Discharge
Technical Certificate in Basic Electronics

Special Knowledge/Skills:

Valid Texas Class C driver license and prove insurability to operate district vehicles
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 (if assigned)
Knowledge of basic electronics
Knowledge of Microsoft computer operating systems
Knowledge of basic network infrastructure
Aptitude for successful completion of assigned tasks
Ability to work under pressure in emergencies
Basic knowledge of Microsoft Office products
Ability to work within a diverse culture
Ability to serve as a role model for all district employees by exhibiting behavior that is ethical, courteous and responsible

Experience:

Three (3) years' experience working on related low voltage systems

Major Responsibilities and Duties:

1. Maintain district public address systems in accordance with applicable codes, best practices and department processes.
2. Maintain district telecommunications systems in accordance with applicable codes, best practices and department processes.

3. Maintain district CCTV systems in accordance with applicable codes, best practices and department processes.
4. Maintain district intrusion/access control systems in accordance with applicable codes, best practices and department processes.
5. Maintain district visitor management systems in accordance with applicable codes, best practices and department processes.
6. Support the district fire extinguisher program by assisting with the inspection and replacement of identified extinguishers.
7. Support other technicians in the field as needed to complete assigned tasks.
8. Complete work-related documentation in accordance with district processes and policy.
9. Provide support to campus staff as needed to improve system operations.
10. Perform periodic after-hour standby duty to respond to technical issues as needed.
11. Assist with any security issues as directed by the director of security.
12. Perform other duties as assigned.

Supervisory Responsibilities

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computer; desk/cellular phone, copier/fax machine and others. Tools and equipment such as school district vehicles, radio communication equipment, mobile phones and safety equipment. Duty uniform.

Posture: Ability to stand and sit for prolonged periods; ability to climb a ladder and the ability to kneel or crawl

Motion: Prolonged sitting, potential for running, climbing stairs; twisting, reaching, pushing/pulling; overhead reaching

Lifting: Lifting up to 50 pounds on a regular basis; light carrying under 50 pounds on a regular basis

Environment: Exposure to temperature extremes; exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards, exposure to chemical hazards; electrical hazards; work outside; prolonged exposure to sunlight; work on slippery or uneven surfaces; working alone; working a flexible schedule with little or no notice of shift change and working prolonged or irregular hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions; ability to exercise reasoning and problem-solving skills while under stress

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.