Primary Purpose:
Enhance the educational environment for students and staff by ensuring security systems remain operational and highly functioning; such systems include fire, visitor registry, CCTV, intrusion alarms, public address systems, telecommunications and controlled access.

Qualifications:

**Education/Certification:**
- Associate’s Degree in Electronics Technology, preferred
- State of Texas Fire License or NICET II Certification, preferred

**Special Knowledge/Skills:**
- Possess Class C Texas Driver License and prove insurability with district
- Ability to exercise judgment in decision making
- Knowledge of low voltage security systems
- Knowledge of NFPA and IFC rules governing educational occupancies
- Knowledge of basic networking to include local and wide area networks
- Ability to control budgets and supervise personnel
- Ability to utilize Microsoft Office products to manage multiple databases
- Ability to manage multiple projects and trades
- Strong organizational, communication, public relations and interpersonal skills
- Ability to exercise judgment in decision making

**Experience:**
- Minimum of three (3) years’ experience in an educational environment working with low voltage security systems, preferred

Major Responsibilities and Duties

**Security and Telecommunications**

1. Ensure timely completion and set priorities for preventive maintenance, repairs, and projects across all assigned systems.
2. Assist personnel in the field with system repairs as needed to complete their assigned duties.
3. Perform audits of all assigned systems to verify they meet the district’s current needs and make recommendations for upgrades.
4. Act as the primary point of contract for after-hours technical calls to determine if a technician should be dispatched to make repairs.
5. Delegate assignments as necessary and follow up to ensure prompt and satisfactory completion.
6. Assist in evaluating and recommending bid awards for department projects.
7. Help facilitate construction projects as they relate to any security systems deployed.
8. Perform self-study to maintain technical proficiency on system utilized along with completing NIMS and Emergency Management training.
9. Support district administration and emergency first responders in crisis situations as directed by providing information gained through security systems such as CCTV.
10. Maintain competence through training to ensure the district security systems and standards remain current.
11. Perform other duties as may be assigned on occasion by the director of security and telecommunications.
12. 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.

Policy, Reports, and Law

13. Coordinate and verify all fire marshal building compliance and safety inspections are completed annually and follow up to ensure noted violations are repaired by submitting work orders to the proper departments.
14. Coordinate and verify all fire alarm system inspections are completed annually as required by the NFPA 72 and the International Fire Code.
15. Coordinate and verify all fire alarm sprinkler system inspections are completed annually as required by the NFPA 72 and the International Fire Code.
16. Coordinate and verify all intrusion alarm permits required by local municipalities are filed annually.
17. Ensure all intrusion alarm permits are submitted annually to local municipalities.
18. Ensure the security program is managed in accordance to board policy and local, state and federal laws.

Budget

19. Maintain budgets according to district policy to ensure assigned funding is used as intended.
20. Verify construction project budgets are maintained properly and that work is completed to District standards in such matters that directly involve the department budget.
21. Maintain service budgets and make recommendations for changes to both wireless and wired communications' products utilized by the district.
22. Ensure accurate inventory is kept on all tools and equipment assigned to employees.

Personnel Management

23. Provide direct supervision to staff and ensure that records pertaining to personnel performance, attendance, and discipline are provided to the human resources department.
24. Ensure personnel complete daily assignments in a professional and safe manner.
25. Ensure district departments and staff are supported and trained on all systems overseen by the security systems section.
26. Ensure staff maintains a professional personal appearance.

Supervisory Responsibilities

Supervises and evaluates the following paraprofessional and auxiliary employees:
   Security Wireless Technician (paraprofessional)
   Security Telecommunications Specialist
   Security Electronic Technician Servers
   Security Electronic Technician (9)
   Fire Sprinkler Technician
Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; telephone, cellular phone, copier/fax machine; calculator; school vehicle; radio communication equipment; 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 sporadic 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.