

SECURITY SYSTEMS TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Security Systems Technician is responsible for performing skilled technical work in the installation, maintenance, repair, modification, and testing of access control, closed circuit television (CCTV) and security systems hardware and software. Additional duties include: installing, maintaining, repairing and testing data cable and wiring, electronic door locks, access card readers, door position switches, request to exit detectors, CCTV cameras, and other security systems related hardware; testing security systems hardware and correcting malfunctions to restore the conformance of the equipment to established standards; working with data, alarm and monitoring circuits; installing and relocating security systems equipment; conducting research and analyzing test measurements; and assisting in designing security systems within City facilities. Work involves evaluating present systems and recommending system expansion, modification, and replacement. This class performs related duties as required.

Distinguishing Features: Work is performed in accordance with departmental rules and regulations. This class is supervised by the CJIS (Criminal Justice Information System) Supervisor who reviews work through meetings, reports, and observations of work in progress or upon completion. Incumbents in this class receive general direction from the CJIS Supervisor. The work involves possible night and weekend hours and typical hazards associated with electrical work. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to high school graduation or GED. Considerable (3 - 5 years) experience in the installation and maintenance of security systems and equipment.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Experience configuring and maintaining CCTV and access control applications such as Genetec Security Center 5x and C-Cure 9000 are preferred. College or military coursework in electronics.

ESSENTIAL FUNCTIONS

Communication: Communicates with management, vendors, contractors, and City employees to establish and maintain effective working relationships. Directs work activity of temporary employees used during periods of high installation activity.

Manual/Physical: Performs a variety of security systems installation, maintenance, modification, and repair work. Repairs access control, CCTV, electronic devices, and electromechanical devices to maintain the City's electronic security system. Tests security systems hardware using special testing equipment. Corrects malfunctions to restore the conformance of equipment to established standards. Make emergency repairs. Installs and relocates security systems equipment and other related equipment. Maintains records of equipment installed. Assists in stocking service parts. Operates a vehicle requiring a standard Arizona Driver's License to travel to work sites in order to accomplish tasks. Operates a power drill and uses hand tools to install and repair electronic equipment. Performs physical inventories of security systems equipment. Distinguishes colors to identify color-coded cable, wiring, and electronic components that use standard industry color codes. Moves electronic equipment weighing up to 70 pounds with the aid of a hand truck for distances of up to 100 feet to transport equipment to and from city sites. Cleans security systems equipment and work areas. Meets scheduling and attendance requirements.

Mental: Diagnoses various equipment malfunctions and assists in designing security systems within City facilities. Conducts research and analyzes test measurements and other data. Resolves a variety of installation problems. Learns job-related material through on-the-job training and in classroom settings. Comprehends and makes inferences from blueprints, equipment specifications, schematic drawings, and technical instructions regarding security systems and equipment.

Knowledge/Skill/Abilities:

Knowledge of:

access control, CCTV, and security system equipment testing, repair, and maintenance procedures; technical and operating methods, tools, equipment, and materials used in security system equipment testing, repair, installation, and maintenance work; procedures used for installing and maintaining security systems and equipment; use, calibration, and care of electronic test equipment; and security system cabling color code and installation standards.

Skill in the care and use of the tools and diagnostic equipment involved in installing and maintaining security systems hardware and accessories.

Ability to:

repair access control, CCTV, and security system hardware and electromechanical devices; test electronic components with the use of special testing equipment; diagnose and correct security systems equipment malfunctions; maintain and troubleshoot security systems data cable network and equipment; and install and relocate security systems hardware and other accessories.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 53-200

PAY GRADE: 48

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