

MODESTO CITY SCHOOLS

JOB DESCRIPTION

LEAD ASSET/PROPERTY TECHNICIAN

DEFINITION:

Under the direction of the Supervisor-Maintenance & Construction, lead and participate in daily operations and activities involved in District security, asset and property protection; coordinate and implement operations and activities related to assuring the safety of District property and assets; coordinate communications and information between personnel and outside agencies to assure smooth and efficient safety; lead, train and provide work direction to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee and participate in the daily operations and activities involved in District security, asset and property protection.
- Assure the protection of District asset and property; troubleshoot issues related to locks, surveillance cameras and alarm systems; respond to after hour alarm calls.
- Oversee the installation and maintenance of surveillance systems, alarm systems, locking devices, hardware, and related equipment.
- Repair, maintain, configure and install various surveillance systems, locks, door closers and key cylinders; cut and duplicate keys.
- Lead, train and provide work direction to assigned personnel; oversee and delegate projects related to surveillance systems.
- Assist in the selection, orientation, supervision, and evaluation of subordinate personnel; provide input during assigned staff evaluations.
- Download and review surveillance video; assist in District-wide security related incidences and investigations.
- Answer and respond to daily emergencies in regards to locks, cameras and alarm systems.
- Evaluate daily safety and security work orders; assign and issue work orders to assigned staff and coordinate work order schedules; log and track daily attendance and overtime of assigned staff.
- Order materials and parts for assigned programs and projects; obtain price estimates for related security equipment; estimate time, material, and labor for related projects.
- Serve as a technical resource to personnel concerning security programs and related functions; respond to inquiries and provide detailed and technical information regarding program standards, guidelines, requirements, policies and procedures.
- Serve as liaison with staff, law enforcement, fire department and outside agencies.
- Collaborate with administrators, staff, law enforcement and outside agencies in the planning, development and implementation of assigned asset and property protection programs.
- Communicate with other administrators, personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Prepare and maintain a variety of reports, records and files related to security programs, keys and key codes, investigations, inspections, personnel and assigned activities.
- Answer and respond to telephone calls and emails; type and input data into and assigned computer system.
- Operate a variety of standard office equipment including a computer and assigned software; operate a two-way radio, key machines, various power and hand tools; drive a vehicle to conduct work as assigned.
- Attend meetings, conferences and in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.

- Be available for District emergencies, on-call during evening, variable or weekend hours as directed.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and four years' experience as a locksmith or security specialist technician or forty-eight months experience as a locksmith or security specialist technician or general security related experience.

Licenses and other Requirements

- Valid California Class C driver's license.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Specialized training in secured keyway systems, surveillance systems including software and alarm systems.
- Bureau of Security and Investigative Services (BSIS) Training.

Knowledge of:

- Maintenance, construction, and security project work.
- Surveillance systems and network applications related to surveillance systems.
- Application of materials, tools, equipment and methods used in the security trade.
- Locksmithing and alarm systems.
- Security related equipment and software.
- State and County security-related codes and standards.
- Equipment safety practices and procedures.
- Planning, organization, coordination and implementation of operations and activities related to assuring the security of District assets and property.
- Practices and procedures involved in safety and security inspections and investigations.
- Policies and objectives of assigned programs and activities.
- Oral and written communication skills.
- Principles and practices of training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Operation of a computer and assigned software including computer programs related to locks, surveillance systems and alarm systems.

Ability to:

- Coordinate communications and information between personnel and outside agencies to assure smooth and efficient safety and security program activities.
- Train and provide work direction to assigned personnel.
- Conduct safety and security investigations.
- Repair, maintain and install various security alarm systems, locks, door closers and key cylinders.
- Provide solutions using surveillance equipment, alarm equipment and locks

- Cut and duplicate keys; generate a new master key system and secured and unsecured keyways.
- Serve as a technical resource to personnel concerning safety and security programs and related functions.
- Collaborate with law enforcement, agencies, architects, and contractors.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Read blueprints and work according to plans and specifications.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical records and reports.
- Work evening or variable hours.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Evening or variable work hours.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking during inspections and investigations.
- Climbing ladders to install or maintain cameras, door closers and alarm components.
- Lifting, carrying pushing or pulling heavy objects and equipment.
- Bending, kneeling or crouching to work on locks and surveillance equipment and alarm systems.
- Utilize hand or power tools.

Hazards:

- Chemicals
- Working around machinery with moving parts.
- Working at heights to install and repair cameras and alarms

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 4/1/14

Unit Approved: 2/18/15

Board Approved: 5/20/13, 3/2/15

FLSA Status: Exempt