

# MODESTO CITY SCHOOLS

## Job Description

JC# 1780

### SECURITY SPECIALIST TECHNICIAN

#### OVERALL RESPONSIBILITY

Under general supervision, replace, repair and maintain District security cameras, access control equipment and alarm systems, and troubleshoot related problems.

#### SPECIFIC RESPONSIBILITIES

1. Maintain, install, repair or replace security cameras, and related cabling and alarm systems, and troubleshoot and resolve related problems. *E*
2. Set up application parameters for security cameras. *E*
3. Provide in-service and user support for authorized end-users of security cameras and alarm systems. *E*
4. Prepare digital records from security cameras on secure storage device as requested by authorized security camera users and law enforcement. *E*
5. Install and setup parameters, repair, replace, point to point (PtP) and multi-point to point (MtP) wireless bridges. Install applicable structures as needed. *E*
6. Monitor, identify and repair/replace malfunctioning District security cameras. *E*
7. Design, install, configure, troubleshoot, repair and maintain access control equipment. *E*
8. Prepare, request, and maintain District security records, (e.g., vendor, supplier, quantities, models, types, locations and serial numbers) for security cameras, access control devices, security system codes, security logs, and district requisitions. *E*
9. Research, understand, and Order materials required for the installation, repair and maintenance of District standard security cameras, access control equipment and alarm systems as approved. *E*
10. Prepare cost estimates as necessary; assist in the review of plans, projects, bids, specifications and repairs. *E*
11. Coordinate the work of assigned personnel. *E*
12. Assist locksmiths as needed. *E*
13. Adhere to State, County, and District safety codes and procedures. *E*
14. Understand and carry out oral and written directions. *E*
15. Attend Modesto City Schools' asbestos training program within the first sixty (60) days of employment. *E*
16. Wear Modesto City Schools' identification during assigned work hours (e.g., badge or Modesto City Schools' shirt). *E*
17. Wear appropriate Personal Protective Equipment (PPE) as necessary. *E*
18. Maintain a valid California Driver's License. *E*
19. Maintain participation in CA DMV Assessment System/Automatic Pull Program. *E*
20. Utilize technology as appropriate to the position.

## SECURITY SPECIALIST TECHNICIAN (continued)

21. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
22. Perform other related duties as assigned.

### SALARY

Classified Unit Salary Schedule

### QUALIFICATIONS

#### Knowledge/Ability

Minimum Requirements:

- Knowledge of equipment safety practices and procedures.
- Knowledge of security cameras, and alarm systems and related materials, tools and methods.
- Knowledge of and ability to perform data entry functions.
- Knowledge of electrical and low voltage systems.
- Knowledge of computer and access control equipment.
- Ability to make labor and material estimates.
- Ability to perform basic arithmetic calculations with speed and accuracy.

#### Experience

Minimum Requirement:

- Four (4) years of security camera and/or access control and related equipment experience or forty-eight (48) months experience of security camera and/or access control and related equipment experience acquired through an accredited apprenticeship program or skill training program.

#### Education

Minimum Requirement:

- High school diploma or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

#### License(s)/Certificate(s)/Permit(s)

- Valid California Driver's License.
- Must provide a DMV printout within five (5) work days of offer of employment.

#### Physical Characteristics:

With or Without the Use of Aids:

- Sufficient vision to read fine print, read diagrams and blueprints. Sufficient depth perception. Good color perception.
- Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.
- Ability to speak in a normal voice to be able to be heard and understood on the telephone and at the work site.
- Ability to reach horizontally and vertically with arms. Sufficient dexterity to operate hand and power tools requiring strength and coordination, manipulate small objects, print or write legibly, operate precision tools, and make minute repairs.
- Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, climb ladders, crawl under buildings, bend, stretch, stand, kneel, walk, stoop, crawl, and extend legs.
- Sufficient physical ability, strength, balance, mobility and stamina to tolerate working on rooftops, scaffolds, and ladders at heights up to 50 feet, sometimes in precarious positions.
- Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 75 pounds in a series of functional tests which clearly simulates the work environment.
- Sufficient physical ability, mobility and stamina to work in small spaces with arms extended.
- Physical ability to sit for extended periods of time.
- Physical tolerance to chemical odors, paint spray, oils, solvents, and chemical.

## **SECURITY SPECIALIST TECHNICIAN (continued)**

### **QUALIFICATIONS (continued)**

#### **Pre-Employment Physical Examination**

Successful completion of a physical, tuberculosis, and pulmonary examination is required as a condition of employment.

Examinations shall be administered by a District provider and be at the District's expense. Individuals must evidence ability to perform physical requirements of position and test negative for tuberculosis.

### **REPORTS TO**

Senior Director, Maintenance and Operations or designee

Board Approved: 7/1/96

Reclassification/Equity Adjustment Review Committee Revised and Approved: 5/18/17