



Job Description

Job Title: Security System Technician

Position Code: 5N38, EN38

Job Classification: Non-Exempt

Supervisor: Maintenance Supervisor, Plant Services

Pay Grade: 26

Contract Length: 245 Days

Job Summary

Position is responsible for performing work related to maintenance and installation of electronic security devices.

Essential Duties

1. Performs all tasks associated with maintenance and installation of electronic security devices.
2. Responds to alarm conditions when notified by the monitoring central station.
3. Tests smoke and heat sensors, infrared units, microwave motion detectors, dual technology motion detectors, photoelectric motion detectors, magnetic door contacts and testing of system control panels and digital communications.
4. Repairs and installs all security devices within the system.
5. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Maintenance Supervisor, Plant Services or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school with secondary training to include electronic repair and maintenance, blue print and schematic reading, control wiring and electronic theory. At least 5 years experience in security design and installation. Thorough knowledge of security systems components and state of the art technology as related to fire and intrusion detection. Capable of troubleshooting and repairing components in the system. Ability to understand and follow oral and written instructions. Must possess a valid Virginia Driver's license.

Working Conditions and Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift at least 50 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Maintenance Supervisor, Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Security System Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Maintenance Supervisor, Plant Services or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date