

CITY OF GLENDALE

TITLE:	Security Systems Technician	CLASS CODE:	945
REPORTS TO:	Utilities Security Superintendent	GRADE:	24
DEPARTMENT:	Utilities	FLSA:	N
JOB DESCRIPTION DATE: January 14, 2010 kad			

JOB SUMMARY

Responsible for the installation, maintenance, modification, repair, and periodic testing of the Utilities Department security system, including automated access control (card readers), electronic intrusion detection (alarms), assessment systems (CCTV), and security system software and hardware at multiple locations and the integration of these components to a central security monitoring center.

ESSENTIAL FUNCTIONS

1. Performs troubleshooting, maintenance, repair, installation, modification and testing on Utilities Department electronic access control systems to include card readers, door strikers and other security system related hardware.
2. Installs, maintains, repairs and adjusts cameras (CCTV) and digital video recording equipment.
3. Installs, relocates, troubleshoots and repairs security system software and hardware at various Utilities Department facilities.
4. Installs, maintains, repairs and tests data cable, wiring and fiber optics.
5. Adjusts and calibrates security devices, cleans CCTV camera lenses.
6. Makes emergency repairs.
7. Sets up new facilities in the electronic access control system, assigns the appropriate work groups to the facility and inputs new employees to the system as needed.
8. Coordinates and oversees vendors for repair of Utilities Department security system.
9. Assists in designing security systems within the Utilities Department.
10. Assists supervisor regarding budget recommendations for future projects.
11. Provides training to City staff regarding automated systems and programs.

SECONDARY FUNCTIONS

12. Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Theories, practices, procedures and design of security systems hardware, software, wiring, cable, fiber optics, electronic systems, card readers, alarms, CCTV, door strikers and other related equipment
Integration of all elements of the security system, as well as the nature of organization and department specific networks including TCP/IP networking
Microsoft Active Directory and applying group policies

Ability to:

Diagnose and repair electronic security systems and equipment
Operate and maintain test equipment
Identify and analyze equipment problems and design and implement solutions
Distinguish colors to identify color-coded cable, wiring and electronic components

Apply various levels of “permissions” granted to system users using Active Directory or local computer permissions.

WORKING CONDITIONS

Office environment and field environment

Will be required to drive to various locations and perform on-site repairs

May require bending, climbing, kneeling, reaching while servicing equipment work

May require lifting/carrying objects up to and beyond 20 pounds

May be subject to darkness or poor lighting and extreme temperatures/weather conditions

MINIMUM QUALIFICATIONS

Two years college level coursework in computers, electronics, security systems or a related field and two years experience in the installation, maintenance, servicing and testing of security systems hardware, software and related equipment.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

A valid Arizona driver’s license

Ability to work overtime, shifts, weekends and holidays as required

Will be subject to call back and stand-by duty