



SECURITY TECHNICIAN

SALARY GRADE: [C3-61](#)

DEFINITION:

Under general supervision, assists in developing and implementing a District-wide security surveillance program, including surveillance, keying system programs, and emergency phone systems. Position is responsible for installation of hardware and networks essential to the support of above mentioned programs and projects.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, etc.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintain inventory of supplies, parts and equipment; confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Performs other related duties as assigned.

Job Responsibilities

1. Assures the reliable and efficient operation of the District's security surveillance and emergency phones system; assists in the planning, organizing, controlling, directing, monitoring, and maintenance of the District's technical-based security surveillance programs and emergency phone systems; assists in the development and implementation of a District-wide security surveillance policy and emergency phone policy.
2. Plans and coordinate emergency phone installation and security surveillance system installation with Plant Services, ETS, and outside vendors and contractors; serves as liaison for security system and keying system vendors and service contractors.
3. Assists in the design configuration, installation, maintenance, security, and management of all networked and telecommunication devices related to District security; diagnoses and resolves surveillance and emergency phone problems related to networking and telecommunications; troubleshoots connections and/or networks; isolates software problems from hardware problems; repair equipment or arrange for repair; drives to various sites to conduct work.

4. Maps-out the Schlage Primus keying system for both campuses and provide recommendations and specifications for purchase; identifies locations for stand alone and networked proximity readers.
5. Researches, evaluates, and recommends new security and emergency phone technology; recommends and implements software and hardware upgrades for all security and emergency phone systems; manage equipment; creates orders.
6. Maintains system documentation for all computer-managed lock systems, Schlage Primus key system, surveillance and emergency phone systems.
7. Monitors and maintains video systems and intrusion alarm system; responds appropriately to breaches in security.
8. Assists in security implementation, including in new and remodeled buildings; recommends and implements security staffing requirements and surveillance system management options.
9. Performs a variety of installation and repair duties in the hardware/locksmith trade.
10. Maintains work order system for hardware and security requests.
11. Operates various equipment including first aid, two-way radio, traffic control, fire extinguishers, office equipment and various hand tools related to assigned activities.
12. Assists in coordinating security activities with the activities of other college departments and other law enforcement agencies; assists with campus-wide crime prevention programs including educational programs, alarm systems, and others.
13. Attends a variety of meetings as assigned; maintain current on advances in the field.
14. Participates in training and certification activities as needed.
15. Prepares and maintains a variety of records and reports related to assigned activities; prepares status reports or documents detailing equipment usage, costs and budget review, and vendor/contractor agreements.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Applicable sections of the State Penal Code, State Education Code, Motor Vehicle Code, Health and Safety Code and others as assigned.
2. Federal, State and local laws, rules and regulations related to assigned activities.
3. Law enforcement and security principles and techniques.
4. Security surveillance systems.
5. Network principles, protocols, standards and various operating systems.
6. Internet software and protocols, IP's and related information.
7. Technical aspects of field of specialty.
8. Laws, rules and regulations pertaining to community college police and security departments.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Take leadership in collaborating with contractors, management, and staff in coordinating and overseeing projects.
3. Interpret and apply federal, state, local, and District regulations and policies.
4. Make effective presentations to managers, Board of Directors and professional organizations.
5. Analyze complex situations independently and accurately adopt an effective course of action.
6. Prepare correspondence to campus clients and outside vendors.
7. Research, compile and generate district-wide, and state, reports.
8. Maintain accurate records on completed assignments.
9. Understand and carry out oral and written instructions.
10. Observe safety requirements and safe work practices and methods as required.
11. Establish and maintain cooperative work relationships.
12. Work independently and under minimal supervision.

Education

Any combination equivalent to an Associate's degree in a related field.

Experience

Three years of experience in a comparable position.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:**Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008