



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Security Technician</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Director, IT</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>08/2017</u>
DEPARTMENT: <u>Information Technology</u>	JOB CODE: <u>803</u>	

SUMMARY:

With general supervision, plans and performs a variety of skilled technician work including installation, programming, maintaining, and repair duties involving security systems for the County facilities.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Installs, maintains, inspects, and repairs access control locking devices, including low voltage electric door hardware; CCTV; IP and analog cameras, including pulling wire, installing cameras; intrusion alarms; fire alarms; intercom systems and programming of systems to work in concert.

Evaluates, diagnoses, and troubleshoots systems; coordinates with vendors, supervisors, and other maintenance personnel for the purpose of acquiring parts and completing projects/work requests/preventive maintenance efficiently.

Installs and records employee codes for intrusion alarm, activates door access cards for new employees and deletes for termination,

Provides reports based on doors accessed and video monitoring. Manage security systems software.

Administers key control operations by keeping database, keys issues and requests new keys be made. Train personnel on all systems.

KNOWLEDGE AND SKILL:

1. Basic knowledge of Boone County Policies and Procedures.
2. Advanced knowledge of security systems and ability to quickly learn Avigilon system.
3. Advanced knowledge of equipment, facilities, materials, methods, and procedures used in installation, operation, and maintenance of security systems.
4. Advanced knowledge of OSHA regulations of safety procedures related to maintenance activities and tools.
5. Skill in communicating with managers, supervisors, and employees to diagnose problems and identify approaches for repair.
6. Skill in reading and interpreting plans and documents such as operating and maintenance instructions and procedure manuals.
7. Skill in applying basic fundamentals of electricity and electronics theory.
8. Skill in reading blueprints, architectural, mechanical, and electrical documents.
9. Skill in the safe operation of standard hand and power tools and meters.

PHYSICAL DEMANDS:

The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Ability to operate a motor vehicle.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; performing work in unusual and sometimes difficult positions such as climbing ladders, scaffolding, high lifts, crawl spaces, above ceilings, etc.; lifting objects weighing up to 50 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates both inside and outside in heat/cold, wet/humid, and dry/arid conditions. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and five years installation, maintenance, and repair experience with functional and technical knowledge in intrusion alarm, CCTV, access control, networking and computer skills with software installation. Must have valid drivers license. Lifting is a common, everyday occurrence; at times the ability to lift over 50 pounds is required.

Must be able to pass the background check through the Missouri State Highway Patrol.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.