

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SECURITY SYSTEMS LEAD TECHNICIAN

SALARY SCHEDULE: SSP11 + Lead %

COST CENTER: SARASOTA SCHOOL POLICE/DEPARTMENT OF SAFETY AND SECURITY - 9035

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years field experience in commercial security systems
- (3) Possess a valid State of Florida driver's license, CDL preferred.
- (4) Basic understanding of security systems and related local, state, and national codes – as determined by testing with a minimum passing score of 80%.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill for operating equipment; i.e. back how, trencher, boom lifts and other. Ability to use test equipment and troubleshoot systems. Knowledge of computer programming and new technologies relating to security systems. Understand telephone circuitry. Ability to read schematics and follow written direction. Knowledge of current state regulations and codes. Ability to establish and maintain a positive working relationship with others. Ability to effectively communicate with Supervisor, associate employees, contractors, vendors and school personnel.

REPORTS TO:

Chief of School Police/ Director of Safety and Security/Manager of Safety and Security

JOB GOAL

To install, maintain, trouble-shoot and repair security systems and related equipment for the School District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the coordination and scheduling of work associated with security systems district-wide.
- * (2) Install, maintain and repair camera equipment and surveillance devices.
- * (3) Coordinate and assist with the installation, monitoring and maintenance of security systems, including but not limited to video systems, central station alarm systems, identification/access control systems.
- * (4) Verify proper working status of security systems.
- * (5) Troubleshoot malfunctioning or inoperative security systems.
- * (6) Design new and replacement security systems.
- * (7) Coordinate installation of new security systems.
- * (8) Prepare "Requests for Proposals" for projects to be bid.
- * (9) Oversee communications center for Emergency Management and Preparedness.
- * (10) Assist with retrofitting of facilities.
- * (11) Assist in preparing schedules for system monitors.
- * (12) Maintain records for photo identification system.
- * (13) Collaborate with fire / police / emergency personnel as needed.
- * (14) Maintain inventory of security parts.
- * (15) Keep well informed about current trends and best practices in areas of responsibility.
- * (16) Keep well informed about applicable building codes and life safety/fire codes.

SECURITY SYSTEMS LEAD TECHNICIAN (Continued)

- *(17) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(18) Maintain a courteous and professional manner.
- *(19) Maintain work area in a safe and secure manner.
- *(20) Use positive, effective interpersonal communication skills
- *(21) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(22) Participate in workshops and training to update skills.
- *(23) Keep Supervisor informed of potential problems or unusual events.
- *(24) Respond to inquiries and concerns in a timely manner.
- *(25) Prepare all required reports and maintain all appropriate records.
- *(26) Follow all School Board policies and department policies and procedures.
- *(27) Exhibit interpersonal skills to work as an effective team member.
- *(28) Demonstrate support for the School District and its goals and priorities.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities