

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SECURITY [SUPPORT] SYSTEMS TECHNICIAN

**SALARY SCHEDULE:** [M3] SSP-11

**COST CENTER:** TELECOMMUNICATIONS [AND NETWORK SYSTEMS] (9060)

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Technical Education Diploma or equivalent.
- (3) Minimum of three (3) years experience in field of commercial security alarm system.
- (4) Possess a valid state of Florida Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to use test equipment. Skill for operating equipment; i.e., back hoe, trencher, boom lifts and others. Understand [circuitry for] telephone circuitry [and intercom systems]. Positive interpersonal skills. Effective time management skills. Understand compatibility of equipment obtained from different manufacturers. Knowledgeable of testing circuits. Ability to plan, organize and prioritize activities related to assignments. Ability to effectively communicate with supervisor, associate employees, contractors, vendors and school employees, [both orally and in writing].

**REPORTS TO:**

[Communications] Telecommunications and Security Support Manager

#### JOB GOAL

To [provide professional technical support in all areas of expertise and maintain pleasant and effective relationships with all end-users.] install, maintain, trouble-shoot and repair security systems and related equipment for the School District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Install security systems throughout the District.
- \* (2) Create accounts for each system in computer.
- \* (3) Program accounts for systems in computer.
- \* (4) Install all wiring associated with security systems.
- \* (5) Install all security devices wired to systems.
- \* (6) Download all programming from computer to system.
- \* (7) Update changes to existing programs and download.
- \* (8) Order parts and maintain inventory.
- \* (9) Maintain all security systems in the District.
- \* (10) Repair all security systems, wiring and devices in the District.
- \* (11) Install, maintain and repair camera equipment and surveillance devices.
- \* (12) Coordinate with contractors any new or renovated installations.
- [\*(13) Maintain fire alarm systems and devices.]
- [\*(14)] \*(13) Troubleshoot all systems as required.
- [\*(15)] \*(14) Provide assistance to [Technology Support] Telecommunication System Technicians for any installations, troubleshooting or repairs on all systems associated with department.

**SECURITY [SUPPORT] SYSTEMS TECHNICIAN (Continued)**

- [\*(16)] \*(15) Demonstrate initiative in the performance of assigned responsibilities.
- [\*(17)] \*(16) Provide for a safe and secure workplace.
- [\*(18)] \*(17) Model and maintain high ethical standards.
- [\*(19)] \*(18) Follow attendance, punctuality and proper dress rules.
- [\*(20)] \*(19) Maintain confidentiality regarding school matters.
- [\*(21)] \*(20) Maintain positive relationships with staff and vendors.
- [\*(22)] \*(21) Participate in workshops and training sessions as required.
- [\*(23)] \*(22) Communicate effectively with staff and vendors.
- [\*(24)] \*(23) Keep supervisor informed of potential problems or unusual events.
- [\*(25)] \*(24) Respond to inquiries or concerns in a timely manner.
- [\*(26)] \*(25) Prepare all required reports and maintain all appropriate records.
- [\*(27)] \*(26) Follow all School Board policies, rules and regulations.
- [\*(28)] \*(27) Exhibit interpersonal skills to work as an effective team member.
- [\*(29)] \*(28) Demonstrate support for the School District and its goals and priorities.
- [ (28)] (29) Perform other incidental tasks consistent with the goals and objectives of this position

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 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. 01**

\*Essential Performance Responsibilities