

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SECURITY [SUPPORT] SYSTEMS LEAD TECHNICIAN

SALARY SCHEDULE: [ML3] SSP11 + lead %

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

QUALIFICATIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

[Knowledge of basic electronics.] 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 [fire alarm and] 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 [interface] communicate with Supervisor, [security] associate employees, contractors, vendors and [all other department employees and] school personnel.

REPORTS TO:

[Communications] Telecommunications and Security Support Manager

JOB GOAL

To [maintain the security and fire alarm systems in top condition to ensure that schools are safe and secure.] 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.
- [*(1)] *(3) Coordinate the installation, monitoring and maintenance [of fire and] security [monitoring] systems.
- [*(2)] *(4) Verify proper working status of fire and security alarm systems.
- [*(3)] *(5) Troubleshoot malfunctioning or inoperative fire and security alarm systems.
- [*(4)] *(6) Design new and replacement security systems.
- [*(5)] *(7) Coordinate installation of new fire and security alarm systems.
- [*(6)] *(8) Prepare "Requests for Proposals" for projects to be bid.
- [*(7)] *(9) Manage communications center for Emergency Management and Preparedness.
- [*(8)] *(10) Assist with retrofitting of facilities.
- [*(9)] *(11) Prepare schedules for system monitors.
- [*(10)] *(12) Maintain records for photo identification system.
- [*(11)] *(13) Collaborate with fire / police / emergency personnel as needed.

SECURITY [SUPPORT] SYSTEMS LEAD TECHNICIAN (Continued)

- [*(12)]*(14) Maintain inventory of security parts.
- [*(13)]*(15) Keep well informed about current trends and best practices in areas of responsibility.
- [*(14)]*(16) Keep well informed about applicable building codes and life safety/fire codes.
- [*(15)]*(17) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- [*(16)]*(18) Maintain a courteous and professional manner.
- [*(17)]*(19) Maintain work area in a safe and secure manner.
- [*(18)]*(20) Use positive, effective interpersonal communication skills
- [*(19)]*(21) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- [*(20)]*(22) Participate in workshops and training to update skills.
- [*(21)]*(23) Keep Supervisor informed of potential problems or unusual events.
- [*(22)]*(24) Respond to inquiries and concerns in a timely manner.
- [*(23)]*(25) Prepare all required reports and maintain all appropriate records.
- [*(24)]*(26) Follow all School Board policies and department policies and procedures.
- [*(25)]*(27) Exhibit interpersonal skills to work as an effective team member.
- [*(26)]*(28) Demonstrate support for the School District and its goals and priorities.
- [(27)] (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