

SECURITY/SURVEILLANCE SYSTEM TECHNICIAN

DEFINITION

Under the direction of the Maintenance Supervisor, organizes, coordinates, and performs skilled work in the installation of conduit raceways (above and below ground) to pull wire and make terminations; performs maintenance and repair on a variety of electronics, telecommunication, fire alarm, security alarm, surveillance, audio-visual equipment, office equipment, computers, and computer terminals. Performs a variety of functions to assist in the planning and implementation of telecommunication, alarm and database network operations. Serves as a resource and provides support to users pertaining to telecommunication, alarm system, electronic based office equipment and computer hardware; performs semi-skilled and skilled functions in other maintenance trade areas; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- x coordinates, organizes, installs and performs skilled maintenance and repair of telecommunication equipment (phone, intercom and radio), computers, computer terminals, data network equipment, fiber optics, electronic office equipment, fire alarm, security system, surveillance equipment, and a variety of other electronic equipment
- x performs the installation, maintenance and repair of communication lines, classroom telecommunication systems, security and fire detection systems, electronic clock systems, fiber optics, database networks and scoreboards including but not limited to installing conduit raceway, wiring terminations
- x installs and repairs fire alarm systems, classroom communication systems and master clocks for passing bells
- x rezones security and fire alarm system devices as needed for proper operation and coverage of sites
- x utilizes a variety of specialized electronic testing equipment in diagnosing, evaluating and testing electronic related equipment
- x aligns, adjusts and calibrates electronic equipment in accordance with manufacturer specifications
- x replaces defective electronic components, parts and wiring using a variety of hand tools, equipment and machinery
- x investigates, tests, and recommends the purchase of electronic, audio-visual equipment, computer hardware, fire alarm, security alarm equipment, data, phone equipment, and surveillance equipment
- x maintains an adequate inventory of electronic components, phone, data, computer, fire and security

maintains a technical library of manuals, blueprints, schematic drawings and certifications

performs work tasks from blueprints and schematics

changes security passcodes; records and assigns new and/or changed passcodes as requested by staff

media retrieval systems, computer hardware, and equi