



Job Title:	Security System Technician	Wage/Hour Status:	Non-Exempt
Reports To:	Police Sergeant	Pay Grade:	Police Pay Group
Dept. /School:	Police Department	Date Revised:	11/07/2011

Primary Purpose:

To maintain all aspects of the security alarm system within Mansfield ISD.
To set up, maintain and operate all the district's security alarm systems which include: Security alarm server and monitoring software, Access Control System Software and Hardware, Closed Circuit Television System, IP cameras and servers, Employee ID Badge software and Hardware. These specifications are intended to give a general indication of duties and levels of difficulty and therefore are not all inclusive of all work which may be required.

Qualifications:

Education/Certification:

High school diploma or equivalent
Valid Texas Drivers License
Proficient knowledge of Micro Key monitoring software

Special Knowledge/Skills:

Ability to prepare clear and concise management reports regarding operations of all security related programs
Ability to communicate clearly and utilize all communications equipment of the School District
Ability to read and interpret laws, regulations, policies and procedures and to communicate such laws and changes to the Chief of Police or his designee
Working knowledge of electronics, computerized security and fire safety systems, Micro Key software, access control systems and/or other physical security systems
Knowledge of policies and procedures of the Mansfield ISD and Mansfield ISD Police Department
Must be proficient in Windows-based computer software systems

Experience:

Major Responsibilities and Duties:

1. Install, upgrade, maintain and repair computerized security and fire monitoring software, equipment and devices at district locations including alarms, IP based security camera system, radio and intercom systems, and access control systems;

2. Coordinate the work of vendors and contractors, as needed, and perform and document preventive maintenance on equipment and systems;
3. Make recommendations on repairs and improvements to equipment;
4. Develop preventive maintenance programs;
5. Issue and maintain records for computerized card key programs;
6. Perform new installations and repairs to security access control systems, alarms, IP cameras, including software upgrades;
7. Respond to emergency equipment failures promptly and make or coordinate necessary repairs to keep equipment operational;
8. Maintain a supply of key parts to make emergency repairs;
9. Administer client web application servers to include back-up and preventive maintenance;
10. Assist with Technical Support problems and issues concerning alarm monitoring, cameras, alarm systems, communication equipment and controlled access;
11. Conduct alarm database user profile management and supervision of alarm users;
12. Create new and update old accounts using Micro Key software program;
13. Perform other duties as directed by their supervisor.
14. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

District vehicles, alarm systems, fire extinguishers, security equipment including camera system, personal computer, radios, printer, calculator, copier, fax machine, department vehicles, and any other equipment as may be required.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.