

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Facility Security Technician

Department: Police Services

Location: District-wide

Date: April 14, 2021

POSITION PURPOSE

Under general supervision, the Facility Security Technician performs skilled maintenance, repair and technical duties related to access control, alarm monitoring and security surveillance systems. The position installs, configures, troubleshoots, maintains hardware and networks, and assists with complex facilities security jobs.

KEY DUTIES AND RESPONSIBILITIES:

1. Configure, operate, monitor and maintain access control and alarm monitoring, security surveillance, and key lock systems, including configuration of user IDs and security levels.
2. Program and maintain server generated events for security hardware, including doors, lockdown activations, glass break detectors, door position monitors.
3. Troubleshoot and solve applicable software, hardware and facility security system problems.
4. Operate and maintain video management system servers, infrastructure and workstations; coordinate user management, camera and encoder programming and alarms.
5. Research, evaluate and recommend new facility technology, hardware, software and systems; liaison with vendors and service contractors.
6. Map out and maintain key lock system for new and existing buildings; provide recommendations and specifications for purchase; identify locations for stand-alone and network proximity readers.
7. Participate in and coordinate projects related to access control and CCTV systems. Ensure that the scope of work comply with District standards and specifications and existing systems and equipment.
8. Train and provide support to end-users in the use of access control systems, CCTV and related components.
9. Maintain storage and inventory of supplies and equipment in a safe operating condition.
10. Confer with appropriate administrator regarding cost effective use of materials and supplies.
11. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Basic methods, tools, and techniques of testing, troubleshooting, problem solving and maintenance of hardware and software related to facility security systems.
2. Basic operational characteristics of technology related to access control, alarm monitoring and CCTV.

3. Principles and practices related to facility security such as computers, mobile devices, audiovisual, network, client server technologies, network operating systems and communication systems.
4. Basic hardware and software related to facility security systems.
5. Modern methods, materials, tools, and equipment used in locksmith work including electronic door systems.
6. Key code systems used to generate Master keys.
7. Hardware specifications and reference codes used in design and construction of locks and related hardware.
8. Occupational hazards and standard safety practices.
9. Applicable safety codes, ordinances and regulations.
10. Interpersonal skills using tact, patience and courtesy.
11. Principles and practices of record keeping.

Ability to:

1. Install, maintain, repair and modify a variety of computer equipment, software and electronic equipment and systems relative to facility security.
2. Operate and maintain hand tools and specialized locksmith tools, materials and equipment.
3. Maintain computerized and manual records.
4. Maintain tools and equipment in safe, clean and proper working condition.
5. Cut keys and re-key locks.
6. Read blueprints and schematic diagrams.
7. Plan and organize work to meet changing deadlines and priorities.
8. Program electronic locks and locking devices.
9. Adapt to changing technologies and learn functionality of new equipment and systems.
10. Work independently with little direction.
11. Understand and follow oral and written instructions.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education:

1. Educational equivalent to an associate's degree, with additional training or major coursework in information systems, security or a related field.
2. Minimum two years of responsible experience related to access control and security systems.

3. Must be able to pass background check for police department personnel.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.
5. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Licenses and Certificates:

1. A valid California motor vehicles driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Include travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 50 lbs.

Board Approved: 4/13/2021
Salary Schedule: 122
EEO Category: 2B5 – Skilled Crafts