

## **SECURITY SYSTEMS TECHNICIAN**

**JOB SUMMARY**

Under general supervision of the Maintenance & Operations Manager, perform skilled work, including minor carpentry and masonry work, in the repair, replacement, and maintenance of locks and/or hardware. Program, maintain, and replace keypads and/or motion sensors on computerized alarm systems as required.

**TYPICAL DUTIES**

Plan, establish, and perform keying, and re-keying procedures; develop and implement master and sub-master key systems. Inspect, install, adjust, and repair door and cabinet locks, fence locks, file cabinet locks, panic hardware, door closures, and make keys. Repair and/or replace vandalized locks and other related hardware. Disassemble locks and replace worn tumblers, springs, and other parts; select key blanks and operate key cutting machine to make original or duplicate keys; order locks and other related hardware. Program, maintain, and replace keypads and/or motion sensors on computerized intrusion alarm systems throughout the District. Utilizing a computerized system, assign, maintain, and program PIN number and name data on all personnel with regards to intrusion alarm systems. Train all personnel on proper intrusion alarm procedures. Act as District liaison with alarm company in maintaining and troubleshooting all intrusion alarm systems. Utilize a lap top computer to initialize alarm systems and diagnose program activity, providing data to the alarm company on the when, where, and why of the activity, and correct the situation where possible. Utilize a computer to prepare and update records of all keys and intrusion alarms. Maintain control of lock and key inventory. May assist other trades person with work assignments as directed. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include journey level experience and training in the installation, repair, replacement, and maintenance of lock systems and related hardware and specialized training in computerized intrusion alarm systems (i.e., electronic, electric, and mechanical repair).

**Knowledge of:**

Multi-level master key system development for both high security and standard lock cylinders, including interchangeable cores; machines, tools, and methods used in the installation and repair of lock systems, locks, keys, and computerized intrusion alarm systems; inventory and computerized record keeping systems for lock shop and intrusion alarm systems; fire and building code requirements. Common safety practices.

**Ability to:**

Diagnose and repair lock and door hardware problems; re-key and establish new master key systems, bypass and/or neutralize locks using various locksmith tools (i.e., lock picks, code books, drills, etc); install,

repair, and maintain lock systems; perform regular maintenance to prevent break downs; manufacture parts or tools as needed; diagnose problems with computerized intrusion alarm systems and determine if you can fix problem (if so, perform repair) or refer to the alarm system company for repair; utilize a computer in the preparation and maintenance of recorders pertaining to both the District's lock system and intrusion alarm system and in initializing and diagnosing intrusion alarm systems. Use shop arithmetic as it applies to lock systems and minor carpentry repair work. Develop and maintain effective working relationships with both District staff and outside contractors. Understand and carry out oral and written instructions.

**LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

**PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate will be required to pass a physical examination and drug screen.