



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>SECURITY SYSTEMS TECHNICIAN</u></b>			
<b>DEPARTMENT/SITE:</b>	Facilities, Maintenance, and Operations	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	31 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director Facilities, Maintenance, and Operations or assigned supervisor	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Perform skilled work in the repair, replacement, and maintenance of locks and/or hardware; program, maintain, and replace surveillance cameras; maintain and replace keypads and/or motion sensors on computerized intrusion alarm systems throughout the District; program, maintain, and replace keypads and/or motion sensors on computerized alarm systems; assist other maintenance personnel in the performance of a variety of duties as assigned. The incumbents in this classification assist in supporting students by ensuring safe and healthy classrooms and work environments for staff and students which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Program, maintain, and replace hidden surveillance cameras as directed; facilitate the retrieval of recorded events; copy recorded events and submit them to appropriate law enforcement and District personnel; provide guidance to personnel on the proper use and programming of video surveillance programs; troubleshoot monitoring and event retrieval issues.

Develop and implement District master and sub-master key system as required; re-key plugs and locks as needed; maintain control of lock and key inventory; respond to emergency lock opening and key needs as required.

Maintain and troubleshoot the mechanical working operations of automated gates, record maintenance, and distribution of automatic gate openers.

Inspect, install, adjust, and repair door and cabinet locks, fence locks, file cabinet locks, panic hardware, door closures, and make keys; repair and replace vandalized locks and other related hardware.

Program, maintain, and replace keypads and motion sensors on computerized intrusion alarm systems throughout the District; utilize computerized system to assign, maintain, and program Personal Identification Number (PIN) and name data on District personnel with regards to intrusion alarm systems.

Troubleshoot, repair, and rebuild various types of locks; replace various lock components as appropriate; install and adjust closures and other parts; change lock combinations; repair lockers.

Disassemble locks and replace worn tumblers, springs, and other parts; select key blanks and operate the key-cutting machine to make original or duplicate keys; order locks and other related hardware; code keys

and maintain related records.

Perform preventive maintenance on locks and hardware including cleaning, lubricating, and tightening parts; adjust hinges and other door components as necessary.

Operate a variety of equipment including a key code machine, pin kits, key gauges, and a variety of hand and power tools; drive a District vehicle to conduct work; utilize a laptop computer to initialize alarm systems and diagnose program activity; provide data to the alarm company on the when, where, and why of the activity and correct the situation where possible; prepare and update records of keys and intrusion alarms.

Estimate labor, material, and equipment needed for assigned projects; monitor inventory levels of materials and equipment; research, order, receive, and maintain inventory of materials and equipment as needed.

Plan, organize, and lay out assigned tasks; interpret diagrams, sketches, and specifications; work from verbal and written instructions and work orders.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as District liaison with the alarm company in maintaining and troubleshooting intrusion alarm systems.

Confer with school administrators and supervisor regarding needs.

Perform and facilitate retrieval of recorded surveillance events as requested by site administration, law enforcement, or other personnel.

Maintain various records related to master keys, combinations, work orders, and assigned activities.

Maintain and review work order database and update work order status.

Maintain shop and work areas in a safe, clean, and orderly condition.

Assist other maintenance personnel in the performance of a variety of duties as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods, procedures, equipment, and materials used in the installation, maintenance, repair, and adjustment of locks and related components and computerized intrusion alarm systems.

Multi-level master key system development for both high security and standard lock cylinders, including interchangeable cores.

Computerized record-keeping systems for lock shop and intrusion alarm systems.

Machines, tools, and methods used in the installation and repair of lock systems, locks, and keys.

Building codes related to the locksmith trade.

Intrusion alarm system programming, monitoring, and event retrieval software.

Operation and maintenance of tools and equipment used in the locksmith trade.

Proper methods of storing equipment, materials, and supplies.

Master key systems and key coding techniques.  
Technical aspects of the locksmith trade.  
Network and computer operations, software, and setup related to video surveillance monitoring.  
Appropriate safety precautions and procedures.  
Oral and written communication skills.  
Record-keeping techniques.  
Mathematical calculations.  
Proper lifting techniques.

**ABILITY TO:**

Perform skilled locksmith work in the installation, maintenance, repair, and alteration of locks on doors and cabinets.  
Diagnose and repair lock and door hardware problems.  
Diagnose problems with computerized intrusion alarm systems.  
Re-key and establish new master key systems, bypass and/or neutralize locks using various locksmith tools.  
Retrieve recorded video from multiple surveillance systems for distribution to school site or law enforcement personnel.  
Operate and maintain specialized machinery, equipment, and tools utilized in the repair, installation and maintenance of locks and related components.  
Make and duplicate keys as needed.  
Using Internet Provider (IP) utility software, assign and program IP addresses into surveillance cameras for placement at different sites.  
Replace defective parts and components as necessary.  
Code keys and maintain the master key system.  
Observe health and safety regulations and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain collaborative and effective working relationships with others.  
Meet schedules and timelines.  
Understand and follow oral and written instructions.  
Work independently with little or no direction.  
Maintain various records related to work performed.  
Interpret and work from plans, blueprints, sketches, specifications, and diagrams.  
Perform mathematical calculations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to high school graduation or equivalent and journey-level experience and training in the installation, repair, replacement, and maintenance of lock systems and related hardware including specialized training in computerized intrusion alarm systems and cameras.

**LICENSES AND OTHER REQUIREMENTS:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment with exposure to various weather conditions.  
Working around students and staff.  
Regular exposure to fumes, dust, dirt, and oil/grease.  
Driving a District vehicle to conduct work.

Trade shops.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment and tools.  
Hearing and speaking to exchange information.  
Seeing to read and perform locksmith functions and view computer screens.  
Regularly lift, push, pull, and/or carry heavy objects up to 50 pounds; occasionally lift, push, pull, and/or carry very heavy objects, with the use of hand trucks or other equipment, more than 100 pounds.  
Reaching overhead, above the shoulders, and horizontally.  
Bending at the waist, kneeling, or crouching.  
Sitting, walking, or standing for extended periods of time.  
Climbing ladders and working from heights.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working from heights.  
Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint/Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 09/93  
Revised: 01/96; 12/13 (Ewing)  
Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24