

## **CAJON VALLEY UNION SCHOOL DISTRICT**

### **CLASS TITLE: SECURITY SYSTEMS TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Director-Facilities, Maintenance and Operations, 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.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform skilled work in the repair, replacement, and maintenance of locks and/or hardware; program, maintain, and replace keypads and/or motion sensors on computerized intrusion alarm systems throughout the District.

Program, maintain and replace hidden surveillance cameras as directed; facilitate the retrieval of recorded events; copy recorded events and submit to appropriate law enforcement and District personnel; train 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.

Inspect, install, adjust, and repair door and cabinet locks, fence locks, file cabinet locks, panic hardware, door closures, and make key; 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; utilizing computerized system to assign, maintain, and program PIN number 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 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 vehicle to conduct work; utilize a lap top 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; 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 alarm company in maintaining and troubleshooting intrusion alarm systems.

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 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.

**OTHER DUTIES:**

Perform related duties as assigned.

**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 set up related to video surveillance monitoring.

Appropriate safety precautions and procedures.

Oral and written communication skills.

Record-keeping 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 IP utility software, assign and program IP addresses in to surveillance cameras for placement at different sites.

Replace defective parts and components as necessary.

Code keys and maintain master key system.

Observe health and safety regulations and procedures.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Work independently with little direction.

Maintain various records related to work performed.

**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:**

Valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

**WORKING CONDITIONS:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a vehicle to conduct work.

**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.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Sitting or standing for extended periods of time.

**HAZARDS:**

Working around and with machinery having moving parts.

**CLEARANCES:**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen