



Job Title: Security Electronic Technician-Servers

Exemption Status/Test: Non-Exempt

Reports to: Security Coordinator-Systems

Date Revised: September 2022

Dept./School: Security

Primary Purpose:

Maintain district low voltage systems and system servers assigned to the security department by performing inspections, repairs and preventive maintenance. Assist with the issuance of access cards to district personnel and contractors. Serve as the liaison between the Security Systems department and the Technology department regarding equipment that utilize technology infrastructure.

Qualifications:

Education/Certification:

- High School Diploma or GED
- Technical Certificate in Basic networking (CCENT or Network+), preferred
- Valid Texas Class C driver license and proof of insurability to operate district vehicles

Experience:

- Minimum of three (3) years of experience working on related servers and low voltage systems

Special Knowledge/Skills:

- Knowledge of Galaxy Intrusion/Access Control Systems
- Knowledge of networked security systems
- Knowledge of Microsoft Server OS and SQL programs
- Ability to troubleshoot basic intrusion and access control systems
- Knowledge of basic electronics
- Knowledge of Microsoft computer operating systems
- Knowledge of basic network infrastructure
- Aptitude for successful completion of assigned tasks
- Ability to work under pressure in emergencies
- Basic knowledge of Microsoft Office products
- Ability to work within a diverse culture
- Ability to serve as a role model for all district employees by exhibiting behavior that is ethical, courteous and responsible

Major Responsibilities and Duties:

1. Maintain all intrusion/access control and CCTV system servers in accordance with applicable codes, best practices and department processes.
2. Assist with the issuance and control of access cards in accordance with best practices and district/department processes.
3. Maintain district CCTV systems in accordance with applicable codes, best practices and department processes.
4. Maintain district intrusion/access control systems in accordance with applicable

- codes, best practices and department processes.
5. Maintain district visitor management systems in accordance with applicable codes, best practices and department processes.
 6. Support other technicians in the field to complete systems repairs, as needed.
 7. Complete work-related documentation in accordance with district processes and policy.
 8. Provide support to campus staff as needed to improve system operations.
 9. Perform periodic after-hour standby duty to respond to technical issues as needed.
 10. Assist with any security issues as directed by the director of security.
 11. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment such as personal computers, desk/cellular phone, copier/fax machine and others. Tools and equipment such as school district vehicles, radio communication equipment, mobile phones and safety equipment. Duty uniform.

Posture: Ability to stand and sit for prolonged periods; ability to climb a ladder and the ability to kneel or crawl.

Motion: Prolonged sitting, walking, potential for running, climbing stairs, twisting, reaching, pushing/pulling and overhead reaching.

Lifting: lifting up to, 50 pounds on a regular basis and light carry under 50 pounds on a regular basis.

Environment: Exposure to temperature and humidity extremes, exposure to noise, exposure to low or intense illumination, exposure to vibration, exposure to biological hazards, exposure to chemical hazards, electrical hazards, working outside, prolonged exposure to sunlight, work on slippery or uneven surfaces, working alone, working a flexible schedule with little or no notice of shift change and working prolonged or irregular hours.

Mental Demands: Maintain emotional control under stress, work with frequent interruptions and ability to exercise reasoning and problem-solving skills while under stress.

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____