

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Facility Security/Alarm Technician (W40)</b>	Job Family: 06
Department: Facility Services	Lane Placement: 9
Supervisor's Title: Director of Facility Services and Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>D. Rutz</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>Junele Masten</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>Paula...</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>R. Johnson</i></u>	Date: <u>7/7/15</u>
Original date: <u>04/10</u> Revised: <u>07/15</u> Revised: _____ Revised: _____	

**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services and facility security coordinator, the **Facility Security/Alarm Technician** performs a variety of technical work in fabricating, installing, troubleshooting, maintaining and repairing fire, security and access control systems in accordance with specifications and code requirements. Tests and inspects security-related systems for safety.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Fabricate, install, troubleshoot, maintain and repair fire, security and access control systems in accordance with specifications and code requirements.
- Repair/replace defective circuits, sensors, wiring or switch for fire sprinkler systems, kitchen equipment shutdown, door closing mechanisms, smoke/heat sensors and manual pull stations.
- Install, inspect, test and maintain wiring, contacts, sensors, switches, relays, locks and associated network modules and cabling for security systems.
- Install, maintain and adjust wiring, cameras, terminations and system/camera programming for the CCTV system.
- Integrate all components of the facilities security and alarm systems to ensure the protection of the District's students, employees, facilities and property.
- Maintain safety while working with low and high voltage systems.
- Locate and order parts and materials used to complete work assignments.
- Complete assignments in a cost efficient and timely manner.
- May provide training on system features to District employees.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Provide support service to other facilities areas, as needed.
- Will be called to respond to routine and emergency duties as required.
- On call duties as assigned. Shift work may be required.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Required to attend all scheduled training and departmental meetings.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires four year's work experience with demonstrated competence in all phases of the trade. Formal electrical apprenticeship or trade-specific educational experience may be included.
- Requires State Fire Marshal Fire Alarm Technician Certification within nine (9) months of hire date. Certification is a condition of employment.
- Completion of a formal electrical apprenticeship program is preferred.
- Utah State Electrical Licensure or ICC electrical certification preferred.
- Must be familiar with alarm systems, access control, CCTV and low and high voltage electricity. Requires knowledge of electrical codes.
- Requires proficient computer skills. Knowledge of computer networks preferred.
- Must demonstrate competence in reading, writing and math.
- Requires skills and working knowledge to work independently at the technician level with ability to assess and resolve problems.
- Requires excellent interpersonal skills. Interacts with school, and administrative personnel in completing tasks. Students are frequently close by as work is being performed.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires ability to establish priority of work assignments.
- Requires ability to make decisions and recommendations to supervisor.
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Ladders, lifts, tools and equipment used to diagnose, repair, construct, and perform trade related work.
- Tools and meters to work with low and high voltage electricity.

**Physical Requirements – Not limited to the following:**

- Standing (up to 8 hours continuously)
- Occasional gripping 90+ pounds, pinching, climbing ladders, working in awkward positions, overhead work (greater than 15 minutes continuous), sustained bending, squatting, kneeling, stooping, balancing and hearing.
- Occasional lifting from floor to waist up to 75 pounds, waist to shoulder lift up to 20 pounds, shoulder to overhead lift up to 20 pounds and carrying up to 75 pounds.
- Frequent fine motor dexterity and near and far visual acuity.
- Work will involve some hazard in the possible exposure to electrical shock.
- Activities may involve outdoor work in all weather conditions.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.