

<b>Job Title:</b>	Security Surveillance Technician	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Security Surveillance Manager	<b>Pay Grade:</b>	407
<b>Dept/School:</b>	Police Services Department	<b>Date Revised:</b>	October 6, 2020

**Primary Purpose**

Perform routine, preventive and emergency maintenance of all equipment crucial to the operability of the District IP Video Surveillance System.

**Qualifications****Education/Certification**

High School Diploma/GED

Must maintain valid Active Security Commissioned Officer with Texas Department of Public Safety (Level II and Level III certifications)

Must maintain valid certifications related to the District's physical security systems

Must possess and maintain valid Texas "C" driver's license

Must be insurable by the District's liability insurance carrier; subject to the EPISD drug and school testing policy and regulation

**Special Knowledge/Skills**

- Knowledge of surveillance equipment
- Understanding of all facets of security and security procedures
- Ability to operate power tools, and hand tools.
- Ability to recognize and report hazards and apply safe work methods

**Experience**

Five (5) years related experience

**Major Responsibilities and Duties**

1. Maintain operation status of all video surveillance cameras, virtual multi-plexers, surveillance software clients, Power over Ethernet Injectors, power supplies, video network switches, CPU alarm interfaces and other related equipment crucial to the operability of the District IP Video Surveillance System.
2. Provide proper preventive maintenance to all equipment related to the video surveillance system and adhere to preventive maintenance schedules and techniques to ensure proper day-to-day operation of the video surveillance system.
3. Establish and maintain relationships with outside vendors for the cataloging of all equipment that requires outside servicing and communication.
4. Maintain and program the operating functions of the video surveillance system software or software and equipment that controls the interface and operation of the video surveillance system.
5. Cooperate with campus and District personnel in the suggestion, design and installation of all surveillance projects as required by security needs including but not limited to facility perimeters, parking lots, hallways and other areas of concern.
6. Stay abreast on industry trends and technological advances that may affect present system, department and District needs.
7. Assist in the installing and maintaining all physical security equipment and controls, to include card access, intrusion detection, panic buttons, surveillance cameras and all equipment needed for full operability of the District's physical security equipment.
8. Make routine decisions under general supervision in accordance with established priorities and policies; refer major decisions to supervisor.
9. Support the goals of the District and the department and follows District policies and procedures.

- 10. Provide services in support of the District and campus needs in accordance with District.
- 11. Follow established safety procedures and techniques to perform job duties.
- 12. Participate in professional development activities as required by the District.
- 13. Maintain a professional code of ethics.
- 14. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent district-wide travel. Must be able to lift, carry, push and/or pull up to fifty (50) pounds frequently; work under all weather conditions; exposure to extreme temperatures, chemicals and loud noises; be adaptable to work a shift schedule and/or hours than regularly assigned; extended periods of walking, standing, bending, reaching, kneeling, stooping, heavy lifting and carrying. Work outside and around moving objects or vehicles; ladders or scaffolding.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.