

Job Title:	Maintenance Security System Technician	Wage/Hour Status:	Hourly
Reports to:	Foreman Alarm and Electronics	Pay Grade:	407
Dept/School:	Maintenance	Date Revised:	August 31, 2023

Primary Purpose

Maintain fire alarm and security equipment by evaluating, updating, repairing, and replacing District systems.

Qualifications

Education/Certification

High School Diploma/GED or Higher Education from an accredited institution of high education

Valid Driver's License

Must acquire Fire Alarm Technician License (TDLR) within one year of employment.

Special Knowledge/Skills

- Ability to speak, read, and write English
- Ability to use test equipment and schematics
- Ability to follow verbal and written instructions
- Ability to work independently
- Knowledge of Fire Alarm Rules, Texas Administration Code and National Fire Codes

Experience

Three (3) year's experience in low voltage electronics, and security equipment

Major Responsibilities and Duties

1. Maintain and repair fire alarm and security equipment by utilizing schematics and test equipment to troubleshoot to the component.
2. Inspect detection systems to evaluate the extent of repairs and recommend proper action.
3. Assign operational instructions on functions and capabilities of electronic and security equipment.
4. Train and assist fellow technicians on operation and repair of equipment.
5. Use cleaning solvents, chemicals, and lubricants necessary to the operation and life of mechanical devices related to electronic and security equipment.
6. Evaluate equipment for future purchases.
7. Aid in ordering parts, which are needed utilizing part books, schematics, and service manuals.
8. Research new models or modifications on the related equipment.
9. Maintain accurate and legible records of repairs.
10. Coordinate with design engineers when systems are modified or added.
11. Replace damaged equipment and modify obsolete systems to ensure district schools are secure.
12. Respond to fire detection from district alarm systems.
13. Supervise the conversion of ultrasonic detection systems into infrared detection equipment.
14. Ensure that vehicle and equipment is in safe operating condition.
15. Operate equipment and use tools following established safety procedures.
16. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing.
17. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
18. Maintain tools and equipment and perform preventive maintenance, as required.
19. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Test equipment, schematics, hand and power tools, alarm system, security equipment, and personal computer.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Must be able to lift 45 pounds and over. Frequent Districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees
Flexible work schedule may include Saturday and Sunday as regular workdays and varying shifts including graveyard.

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: _____

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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 para empleados pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre la aplicación del título VI, VII, IX y la Sección 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.