



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: ALARM TECHNICIAN

BASIC FUNCTION:

Under the general supervision from the Mechanical Division Manager, performs duties and responsibilities of an Alarm Technician for the school district; installs and maintains all mechanical and electrical alarm and alarm related communication devices and mechanisms; to performs repair and routine maintenance on designated equipment utilized for the protection of life and property within the school district; performs related duties as assigned. These systems include but are not limited to intrusion alarm, access control, video surveillance and alarm receiver software systems.

REPRESENTATIVE DUTIES:

EXAMPLES OF DUTIES – (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)

Work closely with other craft-persons to perform installation and maintenance of mechanical and electrical alarm and alarm related communication devices and mechanisms. *E*

Maintain, in good repair, all assigned equipment, tools and supplies required to perform duties. *E*

Advise and make recommendations regarding the most cost effective, efficient and dependable alarm equipment, devices and apparatus to be utilized by the school district. *E*

Maintain good rapport and harmonious working relationships with craft-persons and others within the community to more effectively and efficiently accomplish job responsibilities.

Work closely with the District's Locksmith on District access control systems. *E*

Respond to emergency callbacks when requested on a twenty-four hour, seven days per week basis. *E*

Prepares work orders for repair and installation work related to particular areas of responsibility. *E*

Prepare reports for documenting shift activities and work performances.

Advise, instruct and train other personnel in procedures in resetting alarms and minor troubleshooting to determine alarm malfunctions. *E*

Maintain regular and prompt attendance in the workplace. *E*

Inspect, repair, install, service and maintain alarm systems including programming and interfacing systems.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Security practices related to protection of persons and property.

Maintenance and repair of intrusion alarm, fire alarm programming, video surveillance and access control equipment to include both mechanical and electrical devices.

Alarm receiving and interface software systems including programming capabilities.

Tools, equipment and supplies required to perform the tasks of an Alarm Technician.

Other construction and craft trade responsibilities and disciplines as they relate to the job functions of an Alarm Technician.

Standard practices, material, equipment and tools related to the electrical trade.

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Ability to:

Maintain and repair intrusion alarm, fire alarm programming, video surveillance and access control systems and related equipment.

Install alarm and related emergency equipment, both mechanical and electrical, and make needed adjustments and alterations for proper operation.

Communicate effectively with contractor representatives and vendors involved in providing supplies and services related to alarm and communications functions.

Exercise good judgment and discretion in establishing work priorities.

Interpret and implement District's rules, regulations and specifications.

Prepare and maintain reports and records related to the functions of a Districts' alarm and communication systems.

Physical capability sufficient to perform job tasks.

EXPERIENCE AND EDUCATION:

Any combination of education, training and/or experience equivalent to completion of one year of responsible journeyman level experience in intrusion alarm, CCTV and alarm programming.

Four (4) years of increasingly responsible alarm work, preferably in an educational institution or major industrial environment.

Knowledge of security practices as related to protection of persons and property is desirable.

Knowledge of fire safety/intrusion alarm/video surveillance/access control and electrical systems.

PHYSICAL DEMANDS:

Employees in this position must have/be able to lift and/or carry up to 40lbs. at waist height for short distances.

Occasionally lift and/or carry up to 94 lbs. at waist height for short distances.

Occasionally lift 50 lbs. overhead for short distances.

Dexterity of hands and fingers to operate a variety of trade tools.

Walk and/or stand for extended periods of time see to perform assigned duties.

Push/pull up to 100lbs. at shoulder height.

Bend at the waist kneel crawl, crouch and stoop.

Reach overhead, above the shoulders and horizontally.

Climb ladders and work from heights.

See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

WORKING CONDITIONS:

Environment: Indoor and outdoor work environment; regular exposure to fumes, dust and odors; as required must wear protective devices such as earplugs, dust mask, coveralls, gloves, work boots and safety glasses; enclosed work spaces.

HAZARDS:

Working on ladders; fire alarm noise; energized circuitry; working in trenches.

LICENSE OR CERTIFICATES:

Possession of a valid California driver's license

Valid First Aid and CPR certificates must be obtained within six (6) months from the date of hire

CSEA 821

Range 51

Board Approved: 12/12/13