



PHYSICAL/ELECTRONIC SECURITY TECHNICIAN 3

4039

GENERAL DESCRIPTION OF CLASS

The PHYSICAL/ELECTRONIC SECURITY TECHNICIAN 3 does complex alterations with system wide implications and installs, maintains, and repairs manual and computer controlled electronic systems used for the purpose of securing state owned facilities. Employees recommend elimination of electronic programs and are responsible for emergency failures and the restoration of effected equipment.

DISTINGUISHING FEATURES

This is the third level of a three-level series. The Physical/Electronic Security Technician 3 is distinguished from the Physical/Electronic Security 2 by the assignment to complete complex alterations with system wide implications to integrated manual and computer controlled electronic systems.

DUTIES AND RESPONSIBILITIES

The duties listed are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed as well as other related duties.

1. Programming and Component Integration

Review electronic equipment computer programming for problems and effectiveness and make necessary changes. Make computer programming changes to equipment. Research new manual and computer controlled electronic systems and current state-of the-art technology to execute new installations. Integrate new equipment with existing equipment and do adaptation testing. Review new construction plans and specifications for electronic door hardware, security systems and Americans with Disabilities Act (ADA) door operators to ensure adherence to fire and life safety standards, building codes and agency standards. Communicate recommendations to management, project managers, architects, contractors and/or design teams

2. Alter, Install, Maintain and Repair

Alter, install, maintain and repair all manual and computer controlled electronic security and fire alarm systems. Analyze, develop and implement programs to make sure continuous operation of integrated systems is working. Systems include microwave and fence sensor systems, radio communication systems, access control systems, intercoms, ADA door operators, cardlock systems, closed circuit television monitoring devices, airlock security devices, electric strikes, magnetic locks, and electric cylindrical or mortise case locks, fire/smoke detection, telephone systems and intrusion/duress alarm systems. Program or revise existing programs of computer-based telephone switching systems, digital video recording systems and access control door systems. Program specialized network devices with proper IP addresses and communication protocol for security equipment utilizing the network or dial up devices. Test communication equipment and resolve a variety of network or dial up communication problems. Conduct inspections of electrical locking systems to make sure they are operational. Use digital and analog test instruments to install and evaluate systems. Respond to emergency failures of equipment and systems and troubleshoot and make repairs using technical manuals and wiring diagrams. Conduct diagnostic evaluations of security system equipment. Plan and complete regular inspections and preventative maintenance according to manufacturer's specifications, to assure proper maintenance of all security systems.

3. Administrative

Maintain a technical library of repair manuals for all active equipment, schematics, wiring diagrams, technical bulletins, distributor catalogs, manufacturing catalogs and specification sheets. Prepare monthly reports and manual and computer controlled electronic systems status reports. Develop training material and instruct operating personnel in the proper operational procedures for equipment. Perform and/or lead special projects as requested. Manage, coordinate, and inspect construction projects to ensure adherence to agency standards, contractual agreements, federal, state and local codes and regulations. Maintain inventory of the program's equipment and supplies, and recommend inventory adjustments.

The duties listed below are for positions that work with adult or youth inmate workers:

Some employees coordinate work flow and assign work to adult or youth inmate workers. Employees direct inmates to follow rules, policies, procedures and security guidelines; instruct and train inmates on work techniques and procedures, and in safe and efficient operations of tools and equipment. Employees evaluate inmate work performance; search inmates and area for contraband; verify and sign inmate time cards; monitor work area for cleanliness and order; and direct inmates in cleaning methods.

RELATIONSHIPS WITH OTHERS

Employees have regular contact with security staff, inspectors, State Fire Marshal officials, various agency managers/staff, project managers, consultants, general public, and contractors to make sure systems are functioning properly. Employees have frequent contact with maintenance staff and fire alarm personnel.

SUPERVISION RECEIVED

Employees receive general supervision from a program manager. Work is reviewed for results, effectiveness of systems, and compliance with all applicable Federal, State and local regulations. Employees in this class exercise independence in judgment and action to complete assigned tasks.

KNOWLEDGE AND SKILLS (KS)**Extensive knowledge of:**

Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and facilities.
Circuit boards, processors, chips, electronic equipment, and computer hardware and software including applications and programming.
Computers and computer systems (including hardware and software) used to program, write software, set up functions, enter data, or process information.
Electronic theory and equipment including computer-based detection systems, closed-circuit television, digital equipment, and radio communication systems and telephone systems.
Estimate sizes, distances, and quantities; or determine time, costs, resources, or materials needed to perform a work activity.

General knowledge of:

Practical applications of engineering science and technology, including applying principles, techniques, procedures, and equipment to the design and production of security services.
Alteration techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
Machines and tools, including their designs, uses, repair, and maintenance.
Materials, methods, and the tools involved in the construction or repair of facilities.
Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
Analyzing information and evaluating results to choose the best solution and solve problems.
Principles and processes for providing customer services, including customer needs assessment, quality standards for services, and evaluation of customer satisfaction.
Arithmetic, algebra, geometry, calculus and their applications.

Skill to:

Service, repair, calibrate, regulate, fine-tune, or test machines, devices, and equipment that operate primarily on the basis of electrical or electronic principles.
Use computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Install equipment and machines to meet specifications.
Repair machines or systems using the needed tools.
Communicate effectively in writing as appropriate for the needs of the audience.
Generate or adapt equipment and technology to serve user needs.
Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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