



GENERAL DESCRIPTION OF CLASS

The PHYSICAL/ELECTRONIC SECURITY TECHNICIAN 1 installs, maintains, modifies or repairs hardware components of manual and computer controlled electronic systems used for the purpose of securing state owned facilities. Employees may also design, modify and maintain a complex grand master key system and inventory keys.

DISTINGUISHING FEATURES

This is the first level of a three-level series. It is distinguished from the higher level by the absence of full responsibility for the installation and operation of manual and computer controlled electronic systems requiring a Journeyman Limited Energy Electrician, Class A (LEA) electrical license. This level has primary responsibility for installation, maintenance, modification or repair of the hardware components used in the 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. Installation, Maintenance and Repair

Under the close supervision of a Journeyman Limited Energy, Class A Electrician (LEA); install, maintain and repair all electronic and fire alarm systems such as microwave and fence sensor systems, radio communication systems, cardlock systems, access control systems, closed circuit television monitoring devices, airlock security devices, electric strikes, magnetic locks, panic devices and electric cylindrical locks, mortise case locks, telephone systems, fire, intrusion and duress alarm systems. Program or revise existing programs of computer-based telephone switching systems, and door systems. Use digital and analog test instruments to install and evaluate systems. Respond to emergency failures of electronic equipment and systems and troubleshoot and make repairs using technical manuals and wiring diagrams. Do routine preventative maintenance according to manufacturers specifications.

Work independently to install, maintain and repair all commercial and institutional door hardware such as exit devices, cylindrical locksets, deadbolts, door closers, air locks, and detention hardware and utility lock types such as cabinet locks, padlocks, file cabinet locks, desk locks, parking meters, and equipment panel locks. Change combinations on safes, vaults and pushbutton locksets. Key lock cylinders to correct pin combinations to ensure integrity of grand master key system. Open locks with no keys and make original keys to fit locks without keys using code machines, or hand filing of keys. Maintain door operating equipment to meet Americans with Disabilities Act (ADA) standards.

Conduct inspections of locking systems to make sure they are operational. Respond to emergency mechanical equipment and system failures and troubleshoot and make repairs using technical manuals. Do routine preventative maintenance according to manufacturer's specifications.

2. Key System Maintenance

Design, modify and maintain complex grand master key system. Make new or duplicate keys using key cutting machinery including spinning cutting wheels and stamping machines. Maintain records on all keys and recipients. Maintain lock shop and keep inventory of locks, key blanks and repair parts. Meet with agency personnel to determine needs and size of grand master key systems.

3. Administrative

Maintain and update repair manuals, blueprints, schematics, wiring diagrams, technical bulletins, catalogs, and specification sheets. Maintain and update data for interior communication logs and manual and computer controlled electronic systems status reports. Prepare a variety of reports for management. Estimate time and materials and maintain schedules. Track project status and report to management. Review new construction plans and specifications for physical or electronic door hardware, door, frames, and ADA hardware to ensure adherence to fire and life safety standards, building codes and agency standards. Communicate recommendations to management, project managers, architects, and contractors. Maintain complex database containing key inventory, key owners, locations keys operate, door hardware inventory, and key holder history.

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, agency managers, State Fire Marshal officials, general public, consultants and contractors to make sure systems are functioning properly. Employees have frequent contact with physical plant staff and fire alarm personnel.

SUPERVISION RECEIVED

Employees receive close supervision from a Journeyman Limited Energy, Class A Electrician (LEA) while doing assigned electrical duties. Employees receive general supervision from a program manager/supervisor or lead worker who reviews work in progress through on-site inspection and through discussion of problems and written reports. Work is reviewed for results and effectiveness of systems.

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

Complex large great grand master key systems operating with multiple levels for multiple buildings.

General knowledge of:

Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
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Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
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Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Analyzing information and evaluating results to choose the best solution and solve problems.
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Principles and processes for providing customer services, including customer needs assessment, quality standards for services, and evaluation of customer satisfaction.

Relationship between physical and electronic security equipment and how they interface.

Basic knowledge of:

Machines and tools, including their designs, uses, repair, and maintenance.

Relevant equipment, policies, procedures, and strategies to promote effective security operations.
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Materials, methods, and the tools involved in the construction or repair of facilities.

Skill to:

Install, repair and modify commercial, institutional and detention door hardware to meet specifications.
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Communicating effectively in writing as appropriate for the needs of the audience.
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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.

Understand written sentences and paragraphs in work related documents.
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Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
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Give full attention to what other people are saying, taking time to understand the points being made and ask questions as appropriate.
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Talk to others to convey information effectively.

Use key cutting machinery including spinning cutting wheels and stamping machines.
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Design and modify large great grand master key systems and maintain accurate records.

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.

Adopted 10/2005

Revised

STATE OF OREGON

Dept. of Administrative Services

Human Resource Services Division