



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
August 31, 2023

Agency: Department of Administrative Services

Facility: Enterprise Asset Management

New       Revised

This position is:

Classified  
 Unclassified  
 Executive Service  
 Mgmt Svc – Supervisory  
 Mgmt Svc – Managerial  
 Mgmt Svc - Confidential

## SECTION 1. POSITION INFORMATION

a. Classification Title:	Electronic Security Tech			b. Classification No:	C4051		
c. Effective Date:				d. Position No:	2500037		
e. Working Title:	Electronic Security Tech			f. Agency No:	10700		
g. Section Title:	Maintenance			h. Budget Auth No:	1415881		
i. Employee Name:				j. Repr. Code:	OAS		
k. Work Location (City – County):	Portland / Multnomah County						
l. Supervisor Name:	Tina Stokes-Gehring						
m. Position:	X Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year			
	X Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share			
n. FLSA:	<input type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive	o. Eligible for Overtime:	X Yes		
	X Non-Exempt		<input type="checkbox"/> Professional	<input type="checkbox"/> Administrative	<input type="checkbox"/> No		

## SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

Provide skilled knowledge of security system methods, materials, and equipment in the networking, repair, installation, and maintenance of security systems. Applications include all computer controlled electronic access systems, intrusion alarms, closed circuit televisions, intercoms, fire alarms integration, A.D.A. door operators, and all related software and hardware applications in all DAS-owned and maintained buildings in the Portland area. Provide a safe, comfortable, efficient building environment for state employees and public.

### **SECTION 3. DESCRIPTION OF DUTIES**

**List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.**

% of Time	N/R/NC	E/NE	DUTIES
35 %	R	E	<p>Install, field program, repair, maintain, and/or integrate computer controlled electronic access systems, both intrusion and duress alarms, (local and monitored), networked video surveillance systems, audio/video door release intercoms, fire alarms systems, Americans with Disabilities Act (ADA) door operators, local signaling systems, fence detection systems, perimeter microwave systems, pressure sensing detection systems, and all related wiring infrastructure in requirement of an electrical license with the proper endorsements and in accordance with national and local electrical codes, safety, and fire regulations. Respond to emergency failures of equipment. Troubleshoot, and make repairs with/without the benefit of technical manuals and wiring diagrams.</p> <p>Integrate access control system to other systems or devices as necessary. These include, but are not limited to ADA door operators, video surveillance systems, fire alarm systems, audio / video intercom systems, and intrusion alarm systems. Programming in access control application or NVR (network video recorder) and hardware installed at building location (i.e. switches, relays, time delay circuits, motorized equipment, etc.) At times integrating new equipment with existing equipment and do adaptation testing. Make modifications run necessary tests and replace or recommend replacement of existing equipment.</p> <p>Perform start-up engineering by designing, programming, and installing new access control system and/or video surveillance system. These include setting up new network connection of main controller panel or NVR, programming new system with communication and network access parameters in our secure network and performing necessary tests for permanent online operation.</p>

			<p>Coordinate work to prevent delays or inconvenience to agencies or users of agency services. Respond to trouble calls from building tenants by phone, e-mail, and requests entered by assigned building coordinators in Tririga facilities application.</p> <p>Install, repair, and maintain electrified and mechanical door hardware observing the buildings architecture and hardware type and finish of each building. Utilize power supplies for power-specific types of electrical hardware. Calculate electrical load on power supplies to meet pre-determined load limits. Schedule and perform preventative maintenance testing of access control power supplies, battery backup circuits, and batteries. Test and service uninterruptible power supply (UPS) of both local and networked video surveillance systems and document for future reference or recommend replacement of equipment or batteries as necessary.</p>
35 %	R	E	<p>Review construction plans, assist in design, and specifications for access control system hardware, electronic door hardware, security systems and ADA door operators to ensure adherence to fire and life safety standards, building codes and agency standards.</p> <p>Analyze, design, develop, standardize, and implement programs to make sure continuous operation of integrated systems is functional.</p> <p>Maintain electronic access control database on host servers. Add, delete, and modify programming for card users, access time zones, doors unlock/relock times, card readers, relays, contacts, and alarms. Program observed holidays into access control application for all building segments in card access system. Program automatic unlock/relock of offices and/or buildings by scheduling into access control application as requested. Through the access control application, program individual system hardware for proper monitoring of access control doors and supervision of alarms in building segments. Program specific card access and integrated alarm events to notify staff via e-mail, text for prompt response.</p> <p>Program access control system to communicate with remote sites viaTCP/IP.</p> <p>Troubleshoot and diagnose a variety of network communication problems. Work with Enterprise Technology Services (ETS) network technician to assure proper functionality of our DAS secure access control network and our secure video surveillance network. Work with networking for both access control system and video surveillance systems documenting and referencing network parameters assigned for each system or device. (IP addresses, subnets, and gateways)</p>
20 %	NC	E	Perform and/or lead special projects as requested. Oversee projects with section managers, other trades, agency personnel and contractors and provide status reports to management. Estimate time and material and maintain schedules.

			<p>Maintain inventory of equipment and supplies and recommend inventory adjustments.</p> <p>Manage, oversee, and assist in small contractor projects including the installation repair, and integration of computer controlled electronic card access, intrusion alarms, video surveillance systems, intercoms, and all related cabling, making sure that proper electrical licenses and practices are met. Maintain database to track project status. Review blueprints or computer aided drafting (CAD) drawings using Autodesk AutoCAD LT or Bluebeam Revu applications for proposed construction to ensure accuracy of application and material.</p> <p>Maintain and update library of technical materials such as repair manuals, blueprints and CAD drawings, network spreadsheets, schematics, and wiring diagrams, technical catalogs, and specification sheets. Collect and compile data used to track system problems for warranty and recurring issues.</p> <p>Work in cooperation with fire alarm personnel to interface the electronic access control system with building fire system.</p> <p>Utilize offsite laptop to remote into access control application and video surveillance systems using VPN (virtual private network) to make emergency changes in various areas of programming.</p>
5 %	NC	E	<p>Meet with various agency personnel to determine needs and size of access control system. Advise agency personnel of advantages and capabilities of the keycard system. Advise agency personnel on both local and networked video surveillance systems, alarms (intrusion and duress) (local and monitored), and intercoms. Request bids on projects including estimates of labor and materials. Provide thorough end user personnel training on systems installed.</p> <p>Evaluate proposed and existing electronic security procedures and equipment in cooperation with State Fire Marshall officials to ensure adherence to all life, fire, and safety issues.</p>
5 %	NC	E	Assist contractors as needed. Respond to emergency calls in the Portland, Hillsboro, Tigard, and Wilsonville area buildings. Preform other duties as assigned.

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and videoconferencing.

This position is not suitable for remote work options and works at the central workplace in an office or cubicle work environment.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

Most of this work will be performed in a field maintenance environment. This employee must be capable of long hours of physical work, understand safety measures, construction procedures, work on ladders and scaffolding, in areas with poor lighting, noise, and risk of injury if safety rules are not followed. Position requires operation of hand tools and power tools. Employee must be able to be fitted for breathing device, if needed. Work in a remote location on mechanical/electrical equipment. There is a fair element of risk present when working with heavy tools and equipment. Employee must possess ability to work alone in a remote location without daily supervision. Employee is exposed to adverse weather conditions. The employee must work under demanding timelines. Employee must have the ability to lift up to 75 pounds. Assistance with lifting is available for the employee, if necessary.

### **Special Working Conditions for State Medical Examiner's Office and State Police Forensics Laboratory facility:**

Staff working in this facility may have visual or sensual exposure to an assortment of Forensics Laboratory, Environmental & Biological Lab or Medical Examiner Laboratory environments that could include unsanitary evidence contaminated with body fluids from crime location, materials from Medical Examiner's lab or body evidence from deceased persons. Working near this evidence or materials may be required to perform the duties of this job. DAS staff performing work in secure areas or labs will always be escorted by Forensics or Medical staff.

## SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Key Card Policy
- Department Policy Manual
- Appropriate Building Codes
- National Electrical Code
- Oregon Revised Statutes
- Oregon Administrative Rules
- OSHA Rules
- National Fire Protection Association Rules
- A.D.A Guidelines
- Lenel Access Control Administration and Technical Manual

b. How are these guidelines used?

The employee must refer to these references to aid in making appropriate decisions and in monitoring work of outside contractors.

## SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
State Employees	In person, email, phone	Building maintenance	Daily
Contractors	In person, email, phone	Coordinate work	As needed
General Public	In person, email, phone	Provide information	Daily
Supervisor	In person, email, phone	Check in	Weekly or daily as needed

## SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Makes decisions daily as to the best way to approach a project or problem. Decisions affect the timeliness, quality, and overall success of all projects. To protect these buildings from damage, this employee must decide upon and take the best course of action. Failure to take action may cause damage to facilities and disruption of service to building tenants.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Construction and Facility Maintenance Supervisor 2	1940460	In person, virtually, email, phone	Quarterly, Weekly or As needed.	Regular check ins; Review and progress of work
Construction and Facility Maintenance Supervisor 2	1940460	In person, virtually	Quarterly	Performance Evaluations

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? \_\_\_\_\_ 0

How many employees are supervised through a subordinate supervisor? \_\_\_\_\_ 0

b. Which of the following activities does this position do?

<input type="checkbox"/> Plan work	<input type="checkbox"/> Coordinates schedules
<input type="checkbox"/> Assigns work	<input type="checkbox"/> Hires and discharges
<input type="checkbox"/> Approves work	<input type="checkbox"/> Recommends hiring
<input type="checkbox"/> Responds to grievances	<input type="checkbox"/> Gives input for performance evaluations
<input type="checkbox"/> Disciplines and rewards	<input type="checkbox"/> Prepares & signs performance evaluations

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. Also, you will be required to pass State Police CJIS Certification. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

### Additional skills, abilities, and requirements:

- Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides.
- Employee must possess Limited Energy Technician Class LEA Electrical License issued by the State of Oregon – Building Codes Division or license appropriate for work assigned.

- Employee must synchronize and work with a Computer Integrated Facilities Management System (CIFMS). This would include tracking all labor, materials, notes and attach any documents that aid in tracking the beginning to completion of all work orders.
- Employee must possess ability to operate with a comprehensive understanding or learn within a short period of time, LENEL application and hardware, WIN/IVS software, Microsoft Word, Excel, and Outlook.
- Possess basic knowledge of electronic theory and equipment, including computer based electronic access systems, CCTV, and other digital security equipment.

**Behavioral expectations:**

- Prepare for and attend staffing meetings, bringing issues and solutions for the team to resolve.
- Obtain agreement through the use of consensus when appropriate, giving and receiving feedback.
- Commit to support and help other team members.
- Share in leadership, and actively support decisions made by the management team.
- Participate in cross-functional or problem solving teams as needed.
- Adheres to all DAS policies and EAM policies, processes, procedures, and safety practices.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

**SECTION 12. SIGNATURES**

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date