

The University of Texas at San Antonio

Job Description

Job Title: Security Systems Lead
Code: 15007
Salary Grade: 61
FLSA Status: Non-Exempt
Department/Division: Police Department
Reports To: Director Security Systems

Summary

- Function: To provide complex technical experience and skills to lead technical projects and meetings of groups with varied skill sets from layman to expert in diverse environments in the installation, repair, and maintenance of security equipment. This position provides complex technical skills in the repair and maintenance of all physical security systems in operation at UTSA
- Scope: Responsible for the management and supervision of projects and personnel installing, maintaining and repairing physical security systems and equipment.

Duties

- Typical
 1. Lead technical aspects of projects and meetings of groups with varied skill sets from layman to expert, in diverse environments in the installation, repair, and maintenance of security equipment. Oversees and repairs the installation and repair or security equipment.
 2. Manages work assignments and supervises security integrators and personnel who installs, programs, maintains, inventory and repairs all security/surveillance systems equipment specifically including security access control systems, alarm systems, emergency phone/intercom system, panic alarms, CCTV security system and associated hardware/software, security data communication equipment and electronic key system, retrieve security recordings for investigative purposes.
 3. Conducts and/or attends meetings, conducts security surveys and coordinates security system requirements with contractors on all new construction projects and designates or serves as project manager on security-related projects.
 4. Performs work according to manufacturer's specifications, departmental guidelines, industry standard and best practices and in compliance with federal and state laws.
 5. Manages, organizes and maintains critical and confidential physical security related records, inspection documents and purchase orders.

- 6. Conducts and oversees quality-control review and inspections of security systems installed by outside security contractors.
 - 7. Reviews security schematics and diagrams, construction documents and other project planning documents. Makes decisions on best practices and standards to follow.
 - 8. Tracks changes orders, punch lists, Purchase and work orders, project lists.
 - 9. Researches and implements access control and physical security best practices, industry standards and procedures.
 - 10. Programs computer components for all security systems to include electronic access control systems and alarms, comparable electronic key systems, emergency phones/intercoms, surveillance cameras and Salient Systems VMS.
 - 11. Tracks IP's, passwords/credentials, security system breaches and alarms.
 - 12. Supervises Security Services personnel as assigned.
- Periodic:
 - 1. Assist with or conducts training on all security equipment/system.
 - 2. Assists with cost estimates for security equipment installation labor and materials required for the job.

Education

Required	Preferred
Associates Degree from an accredited college.	Bachelor's Degree from an accredited institution in physical security, computer science, information technology, information systems or business. Physical Security Professional credential.

Other Requirements

Required	Preferred
The ability to be on-call to respond to after-hour security system issues.	N/A
Criminal Background Check (CBC) FBI Criminal Background Check	

Experience

Required	Preferred
Five years of experience in the installation, maintenance and repair of security systems and equipment with a minimum of two years of supervisory experience.	At least five years of experience in a supervisory position.

Equipment

Required	Possible
Knowledge of personal computers, servers, Microsoft Office software suite, various security hardware and software and knowledge and skills in the use of electronic test equipment, hand tools and data/network and IP equipment.	

Working Conditions

Usual	Special
Standard office and computer lab environment. Work performed on multiple projects concurrently. Ability to climb ladders and stairways and work on building rooftops of high elevation. Ability to lift up to 40 pounds above the head, with our without reasonable accommodation.	Ability to work in confined spaces such as ceiling, under floor crawl spaces, manholes and construction projects.
	Occasional evening and weekend hours.

Supervision

Received	Given
General supervision with direction on new projects.	

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.