

The University of Texas at San Antonio

Job Description

Job Title: Security Systems Technician II

Code: 15371

Salary Grade: 60

FLSA Status: Non-Exempt

Department/Division: Police Department

Reports To: Security Systems Lead

Summary

- **Function:** To provide skilled technical skills in the installation, repair, and maintenance of security equipment. This position provides highly technical skills in the repair and maintenance of all physical security systems in operation at UTSA.
- **Scope:** Responsible for installing, maintaining and repairing physical security systems and equipment.

Duties

- **Typical:**
 1. Installs, programs, maintains, inventory and repairs all security/surveillance systems equipment specifically including access control systems, alarm systems, emergency telephone/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.
 2. Conducts research and recommends cost effective equipment upgrades or replacement.
 3. Uses tools to troubleshoot, repair and test security system equipment.
 4. Performs work according to manufacturer's specifications, departmental guidelines, industry standard and best practices and in compliance with federal and state laws.
 5. Attends meetings, conducts security surveys, manages projects and ensures security standards and best practices are followed by contractors on all new construction projects.
 6. Conducts and oversees quality-control review and inspections of security systems installed by outside security contractors. Conducts and/or assists in the audits and inspections of security systems as directed.
 7. Programs computer components for all security systems to include access control and alarm system, electronic key systems, emergency phones, VMS systems and related components; sets up client views, regulates access to security systems, tracks IP's, passwords etc.
 8. Reads schematic diagrams, hardware specifications, construction documents and other project planning documents for security system design, planning and maintenance.
 9. Performs routine preventative maintenance on all security systems.

- 10. Performs routine preventative maintenance on all security systems.
- 11. Trains and assists with the supervision of Access/Security Services personnel as assigned.
- 12. Performs other duties 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
High school diploma or GED.	Completion of technical coursework in electronic or a related field.

Other Requirements

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

Experience

Required	Preferred
Four years of experience in the installation, maintenance and repair of security system and equipment.	At least one year of experience in a supervisory position.

Equipment

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

Working Conditions

Usual	Special

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 or without reasonable accommodation.	Ability to work in confined spaces such as ceiling, under floor crawl spaces and manholes.
	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.