

Position Title:	IT Security Technician	PCN:	15310224
Department/School:	Information Technology	Location/Address:	3999 Bridge View Drive North Charleston, SC 29405
Reports to(Title only):	IT Security Specialist	Work Hours	7:00 am to 3:30 pm
Salary/Position Category:	☐ Non-Certified Administrator ☐ Certified Administrator ☒ Non-Exempt Hourly ☐ Teacher		
Position type/ Grade (to be completed by HR)	B23	Position # of days	240 Days
Travel Required	No	FLSA Status	☐ Exempt ☒ Non-exempt

Job Description

JOB PURPOSE/REASON:

The IT Physical Security Technician ensures the proper installation, maintenance and repair of facility intrusion alarms, camera systems, facility access control and other related security systems at all facilities within the Charleston County School System.

REQUIRED QUALIFICATIONS:

EDUCATION: ☒ High School Diploma or Equivalent ☐ Associate's Degree ☐ Bachelor's Degree
 ☐ Master's Degree ☐ Other

EXPERIENCE & TRAINING:

- Three (3) years installing, servicing, and maintaining access control and closed circuit television systems.
- Display a basic understanding of low voltage security systems: access control, readers, panels, power supplies, door locking hardware, CCTV, cameras, DVRs/NVRs, low voltage wiring, distance limitations, and NFPA (NEC) Article 720
- Previous experience with communications protocols LAN, WAN, WLAN RS-485 RS-482 RS-232 IP Addresses, Static, Dynamic, etc.
- Customer oriented interpersonal skills
- Ability to read and interpret mechanical drawings, specifications and schematics
- Must be willing to attend training sessions
- Must be able to obtain required Certification(s)
- IT or an electrical background.
- Able to call and schedule appointments, follow instructions and code requirements.
- Attention to detail.
- Ability to work autonomously.
- Ability to work well with others and come to work with a positive attitude.

LICENSING/CERTIFICATION:

OTHER SKILLS/REQUIREMENTS:

Must be able to use all appropriate test equipment to perform the job functions in a safe manner. (Category 6,6a & fiber optic cables, Toning devices,electrical meters, etc)
Must be able to pass a pre-employment and continuing random background & drug screenings.
Must have a valid driver's license and proof of minimum liability insurance.

PREFERRED QUALIFICATIONS:

Five (5) or more years experience
Experience with AMT Access Control
Experience with iPoint CMS software
BICSI certifications
NFPA training
Manufacturers certifications (Axis, Hikvision, Dahua, GE, Samsung, Mettler, ACT, etc)

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: 0 # of non-exempt/classified 0 # of exempt/administrators/teachers
Indirect Reports: 0 # of non-exempt/classified 0 # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

- Perform regular maintenance to all security alarm systems used by the CCSD Security Department insuring proper and reliable functioning. Perform basic programming of computerized security systems.
- Install and provide ongoing maintenance for a wide spectrum of security systems including intrusion alarms, digital surveillance, access control, and others as assigned / required.
- Work closely with Information Technology and Campus Security Personnel to insure that proper installation of all systems onto or into district facilities meet all local or state codes, and regulations.
- Responsible for receiving and prioritizing all work orders related to security systems used by CCSD and consulting with Security Personnel when conflicts arise.
- Ensure the work completed is done in a satisfactory manner and in compliance with local or state codes and regulations; follow-up with customers when necessary to ensure their satisfaction.
- Ensure that maintenance requests are being addressed and issues resolved within time frames established by IT and Security guidelines.
- Maintain a catalog of as-built drawings and a detailed inventory for security systems throughout CCSD.
- Monitor the performance and lifespan of all security equipment and assist in the development of replacement schedules and budgets.
- Provide support for projects that involve the installation, upgrade, or replacement of security equipment. Support CCSD-approved contractors, as necessary, to ensure that work is completed on time, on budget, and within the identified scope of work.
- Respond to after-hours emergencies related to the operation and functionality of CCSD security systems during scheduled on-call periods.

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

- Train other approved Physical Security personnel in security systems equipment use and maintenance.
- Respond to and resolve calls for repair or service as required.
- Maintain accurate logs and records and other required documentation for all activities and tasks performed.
- Maintain a very high familiarity with all facilities and the geographic configuration of the School District.
- Maintain professional and technical knowledge by attending manufacturer training, seminars, etc., as assigned by supervisor
- Responsible for obtaining authorization in advance for all purchases of parts, materials, equipment, tools and supplies above those outlined in the approved materials list or job cost records
- Install conduits, cables, equipment and electronics associated with each system
- Perform other duties as requested.

SECONDARY POSITION RESPONSIBILITIES

- Ability to work in a fast-paced multi-task environment
- Comfortable with taking direction from others
- Must be reliable and punctual
- Must be able to follow procedures
- Must have excellent communication skills with coworkers, supervisors, and customers
- Must be in full compliance with company and customers safety program
- Ability to report to work during customary or specifically assigned working hours
- Ability to interact effectively with peers and supervisors
- Ability to adhere to workplace rules
- Ability to interact appropriately with the public

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to lift a minimum of 50-lbs.
- Must be able to climb ladders and tolerate heights reaching a minimum of 25 feet
- Must be able to recognize safety alarm sounds and sights
- Constant (5-8hrs/shift) standing, walking, handling objects, and eye/hand/foot coordination
- Frequently (2-5hrs/shift) reaching, carrying and grasping objects, repetitive motions
- Occasionally (up to 2hrs/shift) stooping, lifting, pushing, pulling, climbing, balancing, crawling, exposure to weather, heavy to very heavy physical work/duty

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

Department Head	Thomas Nawrocki	Date	7-6-2015
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources		Date	