



<b>TITLE:</b>	<b>Integrated Security Coordinator</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Director Life Safety/Emergency Preparedness</b>	<b>TERMS:</b>	<b>223 Days</b>
<b>DEPARTMENT:</b>	<b>Life Safety/Emergency Services</b>	<b>PAY GRADE:</b>	<b>AP3, Non-Chapter 21 Contract</b>

**PRIMARY PURPOSE:**

The Integrated Security Coordinator is responsible for installing, maintaining and repairing electronic integrated security systems including, but not limited to, Internet Protocol (IP) applications, cameras, burglar alarm systems, fire control systems, visitor management systems, entry access systems and other life safety systems. This position will also support the department by assisting with inspections and audits and emergency response.

**QUALIFICATIONS:**

**Education/Certification:**

- Associates / Bachelor’s degree preferred
- Basic trade related experience in the area of IP applications, cameras, fire and burglar alarms, and/or other life safety and security systems preferred
- Security Camera installing/troubleshooting/programming preferred
- Bosch Security installing/troubleshooting/programming experience preferred
- Access Control installation/troubleshooting/programming experience preferred
- Must have valid driver’s license with good driving record and available transportation during work day to travel to sites within the NCISD area

**Special Knowledge/Skills:**

- Knowledge of the design, installation, maintenance and support of comprehensive surveillance and electronic security systems
- Knowledge of LAN systems
- Knowledge of fire and burglar alarm systems
- Knowledge of life safety and security systems
- Ability to organize, prioritize and manage multiple tasks simultaneously and independently to meet deadlines

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting, and carrying with lifting at least 75 lbs and 25 lbs overhead. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. Specific vision abilities required by this job include close vision. Work on lifts and ladders at existing building sites and new or under renovation construction sites. Work outside and inside, work around machinery with moving parts; work around moving objects or vehicles; exposed to dampness and humidity; exposure to slippery and uneven surfaces. The noise level in the work environment is usually low to moderate, but occasionally will be excessive.



**Essential Functions:**

1. Installs, inspects, maintains all life safety and security systems
  2. Audit Access Control System history
  3. Monitor alarm history to ensure security in the event a facility shuts down
  4. Implement and maintain security systems
  5. Work with technology in managing security systems as needed
  6. Collaborate with other departments to maximize efficiency and effectiveness of safety measures for security of buildings throughout the district
  7. Installs, inspects, maintains and repairs all life security systems
  8. Provide support for all life safety and security systems
  9. Assist in coordinating required contract work for life safety and security systems
  10. Trains staff on the use of systems
  11. Interfaces with staff to resolve installation service and camera issues
  12. Maintains detailed records and accurate parts inventory
  13. Collaborates with other departments to maximize efficiency and effectiveness throughout the installation and service process
  14. Other duties as assigned
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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

Printed Name

Date