



## Job Description

<b>Position Title:</b>	Safety & Security Systems Specialist
<b>Job Title:</b>	Safety & Security Systems Specialist, I
<b>Function:</b>	Facilities and Maintenance
<b>Family:</b>	Plant Services

<b>Reports to:</b>	Safety & Security Systems Manager	<b>Pay Grade:</b>	N12
<b>Terms of Employment:</b>	<ul style="list-style-type: none"><li>240 days per year.</li><li>At-Will employment agreement.</li><li>Salary is in the pay grade N12 on the Non-Exempt SAISD Compensation Plan.</li><li>Entry salary is at \$21.00 with consideration for directly related experience.</li></ul>	<b>FLSA Classification:</b>	
<b>Funding Source:</b>	This position is locally funded		

### Job Scope

Use significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

### Position Summary

Responsible for security and alarm installation and maintenance, will install, inspect, test, and repair all of SAISD fire alarm systems, security systems, access control systems and video surveillance systems.

### Essential Functions / Key Responsibilities

1. Responsible for the installation, effective operation, repair and continuing maintenance of the District's fire detection, intrusion alarms, access control systems, video surveillance systems and an array of other electronic systems.
2. Develop and maintain an accurate maintenance program including service reports and record documentation of physical door locks, keys, and hardware installations.
3. Provide immediate response to the SAISD Police Departments on all alarm related systems and central station equipment.
4. Perform work according to manufacturer's specifications, departmental guidelines, industry standard and best practices and in compliance with federal and state laws.
5. Research and recommend equipment for upgrades and replacement.
6. Diagnose and perform preventative maintenance, provide technical support with Access Control, Clocks & Bells, Public Address and Life Safety & Security System equipment on a scheduled basis.
7. Facilitate training sessions on the use of Life Safety & Security Systems equipment and services.
8. Develop, implement, and make modification to applications of alarm software programs with microprocessor-based systems as needed to meet unique coverage or schedule requirements.
9. Use testing devices to identify and locate equipment malfunctions.
10. Respond to users' inquiries to ensure proper usage of equipment.
11. Maintain district vehicles, equipment and vehicle inventory as required.



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12. Complete customer inquiries, requests, complaints and forward complex or highly complex inquiries or requests to appropriate level for resolution.
13. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### Minimum Requirements

- High School or GED equivalent recognized by the Texas Education Agency or a regional accrediting agency.
- 3 years of related experience to include installation, maintenance, and repair of security systems and equipment.
- Valid Texas driver's license with a good driving record. Must meet and maintain liability coverage eligibility.
- Candidate may work flexible shifts, including evenings, weekends, and holidays, based on operational needs.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

### Preferred Requirements

- Knowledgeable of low voltage system, certification preferred.
- Related certification from accredited Vocational/Technical/Business School.

### Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Microsoft Office, Office equipment (e.g., computer, copier), Hand tools (e.g., pliers, screwdriver, electric drill), Low voltage electronics, fire alarm systems, security systems, CCTV, intrusion system, access control, PA systems, intercoms, clocks and bells systems, physical lockset installation and key cutting, basic electronics, (e.g., Voltage meter, tracer/toner), Vehicles (e.g., automobile, truck, tractor, forklift)
- Skills or experience with personal computers, including electronic E-mail, personal scheduling, word processing and electronic spreadsheet skills.
- Keep informed of and comply with state, district, and federal policies, including daily attendance, punctuality, and confidentiality.
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
- Demonstrated ability to uphold SAISDs mission and goals when interacting with other at all levels.
- Demonstrated ability to build an environment that fosters teamwork and enhanced task accomplishments through positive and supportive cooperation.
- Excellent organization and time management skills.
- Able to work independently and in a team environment.

### Working Conditions

#### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.



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- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

### Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

### Supervisory Responsibilities / Direct Reports

Provides oversight as needed.

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:  
<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_