

## The Maryland-National Capital Park and Planning Commission

Title: Security Systems Technician  
Series: Building Trades

Grade: T04 Code: 5760  
Date: 1/11/07 FLSA: Non-Exempt  
EEOC: Skilled Craft

### Class Definition

Under general supervision, installs, maintains, and repairs security systems and provides end-user support. The work involves installation, maintenance, and monitoring the operation of alarm and security systems including inside/outside wiring and cables; diagnosing problems using standard testing equipment and procedures; responding to problems; maintaining and updating records and documenting procedures; and training users in the use of the equipment. Security Systems Technicians independently perform tasks that involve problems which are known and for which solutions are well established, and assist on more complex tasks. May direct activities of Trades Trainees, Park/General Maintenance Workers, or other lower-level staff. Work is checked by Inspectors, Supervisors, and Lead Security Technicians. Performs other duties as assigned.

### Examples of Important Duties

1. Receives order and responds to security systems projects; identifies problems; reads and interprets building plans, blueprints, wiring diagrams, and schematic drawings to perform routine security systems work.
2. Maintains records of work performed, system problems, and related information.
3. Uses standard testing equipment and procedures to diagnose the nature of users' problems; uses a variety of manual and power tools and instruments to work on projects, or to assist on major projects. Installs alarm wiring, conduits, raceways, alarm equipment, and control panels. Assists in the installation and repair of alarms (i.e., burglar, hold-up, and fire). Performs preventive maintenance and repairs on tools, equipment, and electrical aspects of security systems.
4. Conducts inspections. Inspects security systems at Commission buildings, parks, and other facilities to detect problems and ensure compliance with applicable codes. Troubleshoots security systems and equipment by using appropriate testing devices to locate malfunctions and make repairs. Locates and marks buried alarm lines using various tracing devices.
5. Assists in maintaining security and other system databases; modifies databases using basic programming methods. Explains system operation and capabilities to users. Completes required administrative paperwork and recordkeeping.
6. Provides technical recommendations regarding equipment changes and replacements.
7. Drives motor vehicles to carry workers and haul tools, equipment, materials, and supplies to job site. Loads and unloads trucks of tools, equipment, supplies, and materials. Sets up tools and equipment for safe operation at work sites. Responsible for routine maintenance of vehicles and equipment; take assigned vehicles to garage for maintenance and repairs.
8. May lead and check work of Trades Trainees, Park/General Maintenance Workers, or other lower-level staff. Provides instruction on proper procedures and safety.

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### Examples of Important Duties (continued)

9. Keeps supervisor and others, as appropriate, informed of work activities, progress, and problems.
10. Maintains up-to-date knowledge of security systems equipment in use at the Commission by reviewing technical manuals, attending training classes, and utilizing other sources of information, as appropriate.
11. Operates computers with standard office automation software (e.g., word processing, spreadsheet, graphics, statistics, database packages) to enter data and to produce reports; performs data analysis; produces reports, tables, graphs, and charts.

### Important Worker Characteristics

- A. Knowledge of: (1) security equipment and systems; (2) operation of testing equipment; (3) safety practices when working with electrical and electronic equipment; and (4) OSHA, MOSH, Fire and Building Codes (5) office practices and procedures\*.
- B. Skill in: (1) use of security and telephone test equipment and a variety of power tools; (2) use of basic testing equipment (volt-ohm meter or digital voltmeter); (3) maintaining computerized records; (4) reading, interpreting, and applying technical instructions and diagrams; and (5) explaining use of communications equipment to others.
- C. Ability to: (1) read and interpret work orders, building plans, blueprints, schematic drawings, technical manuals, and circuit wiring diagrams to complete assigned work tasks; (2) identify and resolve problems associated with security systems equipment malfunctions; (3) work both independently and as a member of a team; and (4) communicate clearly and effectively, orally and in writing.

\*Developed primarily after employment in this job class.

### Minimum Qualifications

1. High school diploma or GED; and
2. Four years experience supporting security systems; or
3. An equivalent combination of education and experience.
4. Required to obtain Master Limited or Journeyman Electrician's License issued by appropriate local jurisdiction, or State issued license for Security and Fire Alarm Technician at time of appointment or within 6 months of hire.
5. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of their position.

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### Minimum Qualifications (Cont'd.)

6. Pass Commission medical exam.
7. Must pass background investigation.

### Working Conditions

Work involves walking, standing, bending, crouching, and carrying of equipment and supplies.