

## The Maryland-National Capital Park and Planning Commission

Title: Lead Security Systems Technician  
Series: Building Trades

Grade: G Code: 5761  
Date: 1/11/07 FLSA: Non-Exempt  
EEOC: Skilled Craft

### Class Definition

Under direction, performs the full range of difficult, skilled security systems/electrical work. This is highly skilled, technical work involving considerable responsibility, complexity and variety in diagnosing and monitoring the operations of alarm and security systems in Commission buildings, structures and property. Responsibilities include leading and directing work efforts to construct, install, alter, modify, maintain, overhaul, troubleshoot, repair, and test complex alarm/electrical systems. Work is checked by Supervisors and Inspectors. Performs other duties as assigned.

### Examples of Important Duties

1. Plans work. Receives work orders for security systems/alarm projects. Works with project managers on the most complex projects. Reviews plans and interprets blueprints, schematics, drawings, and specifications to plan and lay out work assignments. Inspects alarm systems at Commission buildings, structures, and property to detect problems and ensure compliance with local and national codes and regulations. Recommends corrective action and prepares estimates; constructs unique and complex installations.
2. Uses a variety of manual and power tools and test equipment to perform and direct installation and major renovation work, and maintenance and repair of all types of alarm systems, devices, and equipment. Troubleshoots distribution circuits, generating, and controlling equipment by using appropriate testing devices to locate malfunctions and make repairs. Installs, modifies, loads, tests, maintains and repairs alarm systems, equipment and related systems as required.
3. May lead crews on projects. Plans, assigns, and checks work of other Security System Technicians, Trades Trainees, and Park/General Maintenance Workers. Coordinates activities with other trades crews and contractors. Inspects work and keeps projects on schedule. Provides training and technical assistance on assignments.
4. May perform as primary evaluator and counselor for assigned personnel. Assists Supervisors with input to performance evaluations, personnel forms, and documents as prescribed by regulations; enforces Commission rules, regulations, and policies. Manages shop projects.
5. Prepares informal bid proposals. Prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Maintains crew and project schedules, and records of expenditures, materials used, tasks completed, accidents and injuries. Completes required administrative paperwork and record keeping.
6. Coordinates preventive maintenance and inspects alarm systems of buildings, structures, and property to detect problems or code violations and ensure compliance with local and national codes. Evaluates options brought forward by Security Systems Technicians or others to determine appropriate course of action and prepares estimates.
7. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew. Maintains safe and secure work sites; identifies and corrects safety hazards.

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### Examples of Important Duties (continued)

8. Performs security systems work involving the installation and modification of alarm/electrical systems and equipment. Installs, modifies, loads, tests, maintains, repairs, and troubleshoots alarm/electrical and new telephone systems and equipment using all types of tools and test equipment associated with security systems trade. Works on alarms, power cables, transformers, insulators, and control equipment (e.g., switches, circuit breakers, panels) and to check alignment, output, resistance to ground, and other alarm/electrical characteristics.

### Important Worker Characteristics

- A. Expert knowledge of: (1) security equipment and systems/electrical systems; (2) operation of security 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 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.

### Minimum Qualifications

1. High school diploma or GED; and
2. Completion of an approved apprentice program or four years of progressively responsible alarm, electronics and/or electrical experience; and
3. Four years of experience at the journey level, including two years directing the activities of other skilled alarm technicians/electricians; or similar workers; or
4. An equivalent combination of education and experience totaling eight years.
5. Master Limited or Journeyman Electrician's license issued by appropriate local jurisdiction, or State issued license for Security and Fire Alarm Technician.
6. 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.)

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

### Working Conditions

Work involves walking, standing, bending, crouching, and carrying of equipment and supplies. Must be available to work during emergencies or On-Call 24 hours.