Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 3/22/2023

Technical Security Technician II

Pay Scale: B
Level: 10
FLSA Status: Non-Exempt
Job Family: Facilities Services
Primary Location: Facilities Services Building

Department Overview
The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview
The Technician, Safety and Security (Equipment) is responsible for installing equipment, diagnosing equipment problems, making minor repairs, and instructing others in the use and operation of surveillance camera and digital recording systems equipment, electronic access control systems, security and fire alarm systems, and similar devices. The work is performed according to manufacturers' technical information and standard service practices of the security surveillance and access control trade and state law. This employee is also responsible for the inventory control of all such equipment. The employee is required to be in the on-call rotation.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Diagnoses security surveillance equipment problems using reference materials and computer software; replaces defective components, including replacing batteries and mechanical locking systems; and diagnoses security and fire alarm system trouble signals
- Performs minor service and repair of alarm systems; tests equipment using volt ohm meters, amp/volt testers, computers, and watt meters
- Trains employees on the use of electronic control equipment and security surveillance systems
- Communicates/coordinates with vendors, school administration, School Board administrative offices, and school bus transportation office
- Maintains security cameras, digital surveillance recorders, and electronic access control systems including card access and video entry
- Installs security cameras, digital surveillance recorders, and electronic access control systems in school buildings and school administrative offices; maintains records of equipment repairs and inventory of parts

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School diploma or GED

Experience
Ten (10) years of experience in the security or electronic trade

Licenses and Certifications

Knowledge, Skills and Abilities

- Advanced computer skills
- Working knowledge of security surveillance camera, recording equipment installation and repair procedures, electronic access control equipment installation and repair procedures, electrical hazards and safety precautions, fire and security alarm systems equipment troubleshooting, and minor service repair and maintenance
- Ability to read technical manuals and demonstrate the use and operation of equipment
- Skill in using the tools, equipment, and materials of the trade; ability to climb and work using 6' to 8' ladder
- Valid driver's license

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.