CLASS TITLE: PUBLIC FACILITIES ELECTRONIC SECURITY ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general supervision assists or acts as coordinator in the installation, maintenance, repair and operation of electronic security and various other systems, complex locks, high security cylinders, latches, related hardware and other related assigned duties.

ESSENTIAL TASKS:
• Directs, supervises and coordinates or actively participates in the installation, maintenance, repair and operation of electronic security systems, including Closed Circuit TV, burglar/panic/fire alarms, telecommunications, public address, access control and various other systems
• Designs, engineers and implements various public facilities’ electronic security and related systems
• Assists in the testing, evaluation and assessment of new electronic security equipment/software
• Maintains and updates records, electronic alarm systems, video and photo archives in a central, secure database, providing sworn testimony and supporting documentation in courts/hearings
• Develops or submits monthly reports and maintains documentation and various confidential files, audits, City and tenant /employee security alarm records for accuracy
• Performs installation, setup, implementation, programming, configuration and testing of electronic security alarm systems and various related equipment
• May act as first responder to fire, smoke, intrusion or panic alarms, investigating suspicious activities
• Oversees and participates in monitoring Closed Circuit Television (CCTV) surveillance and access control and alarm equipment
• Installs, replaces and repairs locks and related security hardware, performing specialized repairs at a highly skilled level
• Determines the material/supply requirements in the repair or adjustment of complex high security locking systems
• Develops and maintains complex key codes for high security locking systems
• Keys and installs cylinders of all types, including conventional pin and disc tumbler and high security interchangeable core
• Designs conventional and high security master key systems
• Cuts and issues duplicate/code keys for automobiles, desks, file cabinets, padlocks and other conventional pin, disc tumbler and high security cylinders
• Performs annual audit of keys issued and maintains inventory of keys and computerized records of all keys, doors, hardware and personnel
• Maintains the City’s high security grand master key system to be in compliance with applicable regulations and City of Tulsa Access and Key Control policy
• Integrates mechanical door hardware with electronic security systems
• Maintains, repairs, adjusts and installs door jambs and frames
• Installs, repairs, maintains and changes combinations on safes and various locks for doors
• Repairs, replaces and installs electric locks and latches as needed
• Writes procedures for installing, repairing and identifying the location of locks within the system
• Installs, programs and maintains City alarm systems, performing or scheduling annual tests to ensure regulatory compliance
• Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and five (5) years of experience in the installation, repair and maintenance of electronic alarm and complex high security lock/key systems; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Candidates must have no felony arrests or convictions, nor a history of multiple misdemeanor arrests/convictions. In conformance with federal rules and legal mandates, candidates must undergo a background
investigation, including fingerprints. Should the candidate be selected and accept conditional employment, failure to pass the background investigation will result in termination.

Knowledge, Abilities, and Skills: Considerable knowledge of security principles, practices and techniques; considerable knowledge of configuration, installation, repair and basic programming of pc based and electronic security equipment/systems; considerable knowledge of master keying principles; considerable knowledge of maintenance, repair and installation of various types of architectural hardware; considerable knowledge of locks and keying devices; considerable knowledge of biting codes; good knowledge of life safety codes; considerable knowledge in the use of MS Office Program Suite, Adobe Acrobat full video editing and enhancement software; working knowledge of security and crime related regulations, ordinances and laws and private investigation procedures; good knowledge of appropriate regulations, requirements and policies; and good knowledge of principles of electricity and electrical components; good knowledge of the appropriate safety procedures; and good knowledge of video creation, specialized equipment and related documentation/report writing. Ability to supervise the work of contract personnel and coordinate multiple projects; ability to establish and maintain effective working relationships with employees, members of the general public, elected City officials and local, state and federal law enforcement agents; ability to understand and interpret ordinances, laws and other operating procedures; ability to develop and maintain complex key codes to ensure the highest level of security; ability to make estimates of labor and materials required to maintain complex lock systems; ability to write operating procedures and keep accurate records; ability to troubleshoot electrical problems; ability to demonstrate safe, prudent and competent use of a sidearm; ability to remain calm in emergency situations; ability to communicate in noisy, hazardous or stressful situations; ability to make split second decisions; ability to safely operate motor vehicles and electronic communication devices; ability to respond appropriately to emergency situations; ability to cope with problematic situations firmly, tactfully and courteously; ability to analyze data information and provide pertinent reports; ability to maintain precise records and provide input regarding security operations’ budget; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization. Skill in working with widely varied alarms systems, lock/key hardware and related equipment.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 10 pounds and occasional lifting, carrying, pushing and pulling up to 60 pounds or more; frequent carrying up to 20 pounds; frequent reaching, balancing, bending, kneeling, handling, feeling, climbing and twisting; occasional crawling and smelling; physical strength and stamina to chase and subdue fleeing persons and arrest suspects and to rescue victims; sufficient hand-eye coordination and position mobility in the ankles, knees, hips and back for proficiency standard requirement and positions with both the “gun” and “non-gun” hand; and vision, speech and hearing sufficient to perform the essential duties.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Operator's License; C.L.E.E.T. Certified Armed Security Guard; and current or previous certifications/licenses as Burglar Alarm Technician, Access Control/Closed Circuit Television (CCTV)/Locksmith/Manager; and must obtain Private Investigator’s and valid class “A” Commercial Driver’s Licenses (CDL) within 90 days of hire date.

WORKING ENVIRONMENT: Working environment is primarily indoors/outdoors in all weather conditions; requires use of telephone and other office equipment.

Class Code: 3528
EEO Code: N-07
Pay Grade: AT-28

Group: Public Safety
Series: Public Safety Technical

Effective date: July 1, 2012