

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Security Systems Technician		
<b>Job Code:</b>	TC5380	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	508	<b>Date Created:</b>	08/22/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	02/03/25

### GENERAL SUMMARY

Maintains, installs, and repairs Closed Circuit Television (CCTV) systems; monitors various security and access systems for the Water Department.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Maintains camera systems at multiple locations and related hardware and software to keep the system functional. Recovers and downloads video as needed for Administrative use or evidence of criminal activity.
2. Monitors card access and door/gate controllers at all water/wastewater Plants, and multiple water facilities for downtown Customer Service and Water Engineering buildings.
3. Monitors Mass Notification Systems. Troubleshoots both hardware and software issues and performs monthly test. Orders and installs new and replacement parts as necessary.
4. Assists Security Group with Computer related issues. Upgrades software and user configurations for the camera systems and card access/Gate controllers. Troubleshoots network connection issues. Repairs/replaces gate and door hardware at Water facilities.
5. Maintains a supply of replacement parts. Orders new supplies/equipment/hardware as needed. Contacts vendors/contractors for replacement parts or Warranty work. Works closely with contractors to ensure work is completed and meets contract agreement.
6. Performs monthly tests at each security location and notes any non-operable hardware requiring diagnosis and repair. Reports status of all security systems to facility managers.
7. Participates in the development and implementation of goals, objectives, policies and priorities. Recommends and implements policies and procedures.
8. Identifies opportunities for improving methods and procedures; identifies personnel resource needs. Reviews with appropriate management staff. Implements improvements.

9. Coordinates activities with those of other divisions and outside agencies and organizations.
10. Performs other duties as requested.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- **Knowledge of:**
  - Principles and practices of electrical and instrumentation control systems and Solar Powered Surveillance Units.
  - Digital Video Recorders, Data Acquisition Units and Servers, and Windows Operating System.
  - Continuum System server, operating platform, software and hardware.
  - Cooper/Waves Alert Notification System Hardware and Software Platform.
  - Procedures for ordering replacement parts and hardware.
  - Gate operation and card access controllers.
  - CCTV systems, analog, fiber and I.P based cameras.
  - PC and server configuration and analytics.
  - Water Infrastructures throughout the City, and location of hardware/equipment related to each system.
  - Principles of municipal budget preparation and control.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Sound decision-making.
  - Good judgment.
  - Prioritizing work activities.
  - Time Management.
- **Ability to:**
  - Maintain, install, configure, program, troubleshoot and repair CCTV systems and related electrical and instrumentation systems, networks, hardware and computer systems.
  - Work with multiple Vendors and Contractors.
  - Work with vendors and management from other divisions to address security issues.
  - Maintain the Database daily and availability to access the security systems 24 hours a day.
  - Select, supervise, train and evaluate subordinate employees.
  - Recommend and implement goals and objectives for providing effective security services.
  - Interpret and explain City policies and procedures.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree in a technical or electronics field and two years of directly related experience in security systems, CCTV, or related experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Current City Master Electrician License

Journeyman Electrician License

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.