

Carroll Independent School District

Job Description

Job Title: Security Systems Engineer

Pay Grade: AP4

Supervisor: Director of Infrastructure

Employment Days: 226

Department: Technology Department

Employment Status: Exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

The primary purpose is to support the district's security systems, including video surveillance and access control. This role will provide support to various employees in the use of district security systems. In addition, this district-wide position will service technology equipment, manage data systems, and support any technology department operational needs.

QUALIFICATIONS:

- Excellent organizational, communication, and customer oriented interpersonal skills
- Ability to determine problems and communicate concisely to vendors and staff
- Ability to create materials for documentation and training purposes
- Understands low voltage security systems: access control, readers, panels, power supplies, door locking hardware, cameras, low voltage wiring, distance limitations, and wire cabling standards
- Ability to read and interpret mechanical drawings, specifications and schematics
- Great communication/written skill set
- Strong troubleshooting skills set
- Full understanding and working knowledge of all tools related to this field (such as but not limited to: cable testers, network tester, cable pulling tools, etc.)
- Strong computer skills
- Understanding of networks and connectivity protocols

Required Experience

- High School diploma or equivalent
- Three years experience working with security equipment
- Experience managing Genetec and Milestone security systems (Preferred)

MAJOR RESPONSIBILITIES:

- Must be willing to attend training sessions.
- Provide security systems technical software support and information to district departments as necessary.
- Manage, maintain, and organize district security systems including access control and video surveillance.
- Manage inventory and tools for each job to assure proper parts and tools are on hand.
- Work with vendors and manufactures to resolve difficult issues.
- Must be able to obtain certification(s) related to job.
- Support Help Desk with related requests.

- Assist in the establishment, documentation, and implementation of district-wide standards, processes, and procedures in accordance with industry and/or vendor best practices.
- Maintain and update policies, procedures, and documentation.
- Comply with district policies and federal/state law.
- Work with network engineers to configure network for optimal security system performance.
- Perform after hours support as needed.
- Demonstrate and provide system training to staff.
- Identify and replace malfunctioning or inoperative equipment.
- Implement relocates, changes, installs or removals of security systems equipment.
- Read technical manuals to learn correct settings and installation requirements for equipment.
- Measure, cut, install, and splice wire and cable according to industry and district standards.
- Perform other duties as assigned.
- Establishes and maintains cooperative relations with others.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals

Posture: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over)

Environment: Work is performed in an office environment; frequent on-call and after-hours work; occasional districtwide travel; may be required to be on-call 24 hours a day.

Mental Demands: Work with frequent interruptions; emotional control under stress

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIRMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Deputy Superintendent)

Date Created: 3/15	Date(s) Revised: 7/2022
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