

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Security Systems Technician I  
Code: 15370  
Salary Grade: 59  
FLSA Status: Non-Exempt  
Department/Division: University Police/Business Affairs  
Reports To: Security Systems Technician Lead

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## *Summary*

- Function: To provide skilled technical skills in the installation, repair and maintenance of security equipment. This position provides highly technical skills in the repair and maintenance of all physical security systems in operation at UTSA.
- Scope: Responsible for installing, maintaining and repairing physical security systems and equipment.

## *Duties*

- Typical:
  1. Installs, maintains, programs and repairs all security systems equipment specifically including, alarm systems, emergency intercom systems, panic alarms, CCTV /security cameras and video management systems, access security systems, mobile camera systems, data communications equipment, other physical security related systems.
  2. Performs work according to manufacturer's specifications, departmental guidelines, industry standard and best practices and in compliance with federal and state laws.
  3. Reads schematic diagrams, hardware specifications, construction documents and other project planning documents for security system design, planning and maintenance.
  4. Performs routine preventative maintenance on all security system equipment and servers.
  5. Uses testing devices to identify and locate equipment malfunctions.
  6. Develops and maintains an accurate maintenance program including record documentation.
  7. Researches and recommends equipment for upgrades or replacement.
  8. Assists in the evaluation and implementation of campus-wide physical security needs. Manages projects, contractors and security integrators.
  9. Organizes and maintains critical and confidential physical security related records, inspection documents and purchase orders.
  10. Performs other duties as assigned.

- Periodic:

1. Assists with or conducts training on use of security equipment.

***Education***

<b>Required</b>	<b>Preferred</b>
High school diploma or GED.	Completion of technical coursework in electronics or a related field.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Valid Texas State driver's license ability to meet the driver's rating as established by UTSA Police.	N/A
Criminal Background Check (CBC).	
FBI Criminal Background Check	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience in the installation, maintenance, and repair of security systems and equipment.	Three years or experience with integrated security systems. Direct knowledge of various alarm systems, telephone/intercom systems and security video recording systems.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Knowledge and skills in the use of electronic test equipment, hand tools, and network and IP equipment.	Knowledge of DSX access control, Salient Systems, various intercoms, and security cameras.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Ability to climb ladders and stairways and work on building rooftops of high elevation.	Ability to work in confined spaces such as ceilings, under floor crawlspaces, and manholes.
Ability to lift up to 40 pounds above head, with or without reasonable accommodation.	Some exposure to weather and potential occupational hazards.
	Occasional evening and weekend hours.

*Supervision*

<b>Received</b>	<b>Given</b>
General supervision with direction on new projects.	None.

*Accuracy*

Accuracy in providing diagnostic information, providing specifications, operational or setup data and while using instruments, tools, and equipment

*Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.