



Job Title: Security Technician

Reports to: Police Chief
Department: Police Department
Number of Days: 12 Months
Compensation: Hourly TS-8
Overtime Status: Non-Exempt
Date Job Revised: June 3, 2009

Position Summary: Under general supervision of the Police Chief and direct supervision of the Security/Alarm Foreperson, employee will install and maintain security, fire alarm and video surveillance/security equipment.

Minimum Qualifications/Job Requirements:

Education:

- High school diploma or GED

Specialized Knowledge, Licenses, etc:

- Knowledge of electronics, security systems, intrusion alarms, fire detection systems, telecommunications, video cameras and support software.
- Oklahoma Burglar Technician License and Fire Technician License preferred.
- Oklahoma Drivers License Class D or higher certification

Experience:

- Three or more years experience with security systems.

Specific Training/Skills:

- Ability to create written reports that are legible.

Physical Requirements

- Must be able to pass the following:
 - Be able to drive a District assigned vehicle, usually, a step van
 - Must be able to lift a minimum of 50 lbs.
 - Must be able to climb ladders, kneel, squat, stoop, bend and crawl and to do so in confined spaces.

Customer Contacts

- **Internal:** All faculty, staff and employees of the Tulsa Public School District.
- **External:** Tulsa Police Department, Tulsa Fire Department, Tulsa County Sheriff's Office and employees within the Juvenile Justice system.

Essential Job Functions:

- Must be willing to work a flexible schedule when necessary to accommodate district needs, including working after hours schedules, holidays and weekends upon demand.
- Install and maintain security and fire Alarm systems.
- Check buildings for security purposes and to close or lock up buildings.
- To respond to alarm violations to meet police or fire officials on site and to serve as the reporting party representing the school district on reports to those agencies.
Install, program and maintain video surveillance cameras and equipment.