

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
JOB DESCRIPTION**

5-02

ALARMS/CONTROLS SECURITY SPECIALIST

FLSA: NON-EXEMPT

Job Code: 6351

SUMMARY

This position provides highly technical skills in the repair and maintenance of all alarms and physical security systems installed at the Health Science Center. Responsibilities include hands on system repair and maintenance to include but not limited to security alarms, intercom systems, access control devices (card readers), access control systems to include parking gates, security monitors and closed circuit television camera (CCTV) system. This position is also responsible for assisting in the evaluation and determination of campus(s)-wide security needs, interpreting security regulations, formulating action plans and facilitating proper action(s) in order to assure compliance with applicable security rules and regulations. In addition, disseminates information, coordinates and/or conducts training programs in order to develop user awareness in the use of some of the equipment.

DUTIES

Performs a combination, but not necessarily all, of the following duties:

- Installing, modifying, maintaining, repairing and overhauling of all control systems including but not limited to electrical and electronic control systems, alarm systems, intercom systems, pneumatic control instrumentation including sensors, and camera equipment used for security. Performs work according to manufacturer's specifications, departmental guidelines, trade practices, blueprints and electrical schematics.
- Performs routine preventative maintenance on all campus security systems.
- Maintains accurate maintenance management program to assure equipment operating efficiency.
- Performs research regarding upgrades and replacement for existing equipment.
- Conducts and participates in training sessions and seminars.

SUPERVISION

Received:

Work is performed under the general supervision of the Chief, University Police Department.

Given:

May provide supervisory responsibilities, as assigned.

EDUCATION/EXPERIENCE

High school diploma or GED, with five years experience in integrated security systems and system maintenance to include one year of actual hands on installation experience of security

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equipment systems. Must be able to read and interpret security-engineering designs, blueprints and electrical schematics. Must possess a valid Texas driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Journey level knowledge and skill in alarms and control systems and closed circuit television camera systems. Journey level skill in maintenance and repair procedures including preventive maintenance, breakdown repair and trouble-shooting, construction, installation and fabrication techniques typical in trade. Knowledge of proper use and maintenance of hand and power tools related to job functions. Strong demonstrated ability to read and interpret blueprints and systems diagrams. Knowledge of building codes, rules and regulations. Must have a good driving record, as the driving record of selected candidates will be checked.

EQUIPMENT

Considerable knowledge of all tools and equipment required.

WORKING CONDITIONS

In performing the functions of this position, incumbent must be able to work in a non- sedentary position for extended periods of time. Incumbent must be able to stand, squat, stoop, kneel, and crawl. Incumbent may also experience outdoor weather conditions, and be exposed to the risk of electrical shock.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

IMPORTANT:

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with 1TAC 201.13(b) Information Security Standards.