**Class Summary**

The responsibilities of this classification include supporting, troubleshooting and maintaining electronic systems for life safety and building security to ensure systems meet the County’s business needs.

**Distinguishing Characteristics**

This is the first level in a two level classification series. This classification differs from the Security Systems Specialist in that incumbents have full responsibility for supervising the work of assigned staff, administering and maintaining daily operations for building security systems.

**Examples of Duties**

1. Provides services directly related to County Life Safety, Mass Notification and security systems.
2. Process work orders and troubleshoot issues for internal and external customers using the County Integrated Security and Life Safety Systems.
3. Order and track parts and materials to support the installation and maintenance of Life Safety, Mass Notification and security systems.
4. Inspect and test Life Safety, Mass Notification and Security Systems in accordance with Life Safety codes, standards, regulations and county policies and procedures.
5. Schedule testing and inspections for life safety and security systems maintaining needed documentation.
6. Track, adjust, regulate and monitor life safety and security systems. Document and maintain all modification and system changes.
7. Analyze metrics and create reports from application as directed.
8. May perform, consult on or lead the installation, programming, and maintenance of automated systems equipment panels including fire, mass notification, access control, CCTV surveillance, and duress and intrusion alarms.
9. May lead others including building trades and contractors in the testing, installation and maintenance of life safety and security systems infrastructure.
10. Provide training and user support to clients and end users; update user rights.
11. Provide training and work process direction to building trades and contractors regarding installation and maintenance methods used by the county.
12. Provide support for service issues or failures at any time during working and standby hours.
13. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of electronic security systems

Knowledge of the operations and maintenance of security systems and all related equipment

Knowledge of computer technology principles, application and troubleshooting techniques

Skill in providing user support and guidance

Skill in creating, maintaining and updating user documentation

Skill in handling multiple competing priorities

Skill in conveying technical information to non-technical users

Skill in oral and written communication including conducting technical training and presentations

Analytical, problem solving, and troubleshooting skills

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

**Education and Experience Requirements**

Any combination of experience/education/training that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Valid Washington State driver license

Washington State low voltage E-06 or E-01 electrician license

Additional licenses, certifications or other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service  |
| **EEO Code** | 02 |
| **Levels within same series** | Security Systems TechnicianSecurity Systems Specialist  |
| **Class History** | 07/2017 Created  |