



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 668.1

Job Title: **Security Technician**

Pay Grade: 17

### **GENERAL SUMMARY:**

Performs skilled technical work in the design, installation, operation, maintenance and repair of security systems.

### **RESPONSIBILITIES:**

- Installs, maintains and repairs systems such as CCTV, access control and intrusion alarm.
- Reviews site and develops plans for installation; reviews specifications in detail and identifies restrictions due to compliance codes.
- Assists in the diagnosis of security system failures and coordinates with supervisor to solve problems with various types of security equipment.
- Responds to complaints and inquiries relating to hardware and security hardware and operation problems to clarify procedures in the absence of established guidelines.
- Troubleshoots and repairs components of both analog and digital security systems.
- Performs other duties as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an Associate's degree in a computer science, instrumentation, or electronics discipline or the equivalent, such as certification in a technical/specialty program of up to three years in duration.

**License:** Requires a valid class "C" Texas driver's license and compliance with the City of Houston's policy on driving.

#### **EXPERIENCE:**

One year of experience in the design, installation, operation and/or maintenance of a security system, computerized data network or industrial control system is required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with technical staff and occasionally with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

This position requires lifting of heavy items of up to 60 pounds and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing.

### **WORK ENVIRONMENT:**

There are routine exposures to significant levels of heat, cold, moisture, and air pollution. The position may involve exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Security Technician  
Senior Security Technician  
Security Technician Supervisor