

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Security Systems Technician	Direct Reports:	
Reports to:	Security Systems Administrator	Internal Contacts:	SLASPA Personnel
Department:	Port Police	External Contacts:	Suppliers, Contractors, Members of the Public and Private Sectors

JOB SUMMARY:

Responsible for performing skilled security technician work in the service/repair, alteration, installation and maintenance of all security related systems at SLASPA; resolving immediate operational and/or safety concerns; maintaining a preventive maintenance program; and assisting other skilled trades.

DUTIES AND RESPONSIBILITIES

1. Performs service/installation of access control, intrusion alarm, closed circuit television systems, and other various security related systems;
2. Evaluates, diagnoses, troubleshoots systems and perform repairs as necessary.
3. Performs upgrades and additions to systems in order to increase functionality and usability.
4. Performs computer program entry as required to add closed circuit television cameras, access control devices, and intrusion alarm systems as needed.
5. Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
6. Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action.
7. Prepares documentation in a variety of written and electronic formats (e.g. daily paperwork/log, time and materials, repair reports) for the purpose of providing written support for conveying information.
8. Evaluates, diagnoses, troubleshoots systems and perform repairs as necessary.
9. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
10. Responds to emergency situations during or after hours for the purpose of resolving immediate safety/security concerns.
11. Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
12. Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e. coordination with the Engineering Department).
13. Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

QUALIFICATIONS AND EXPERIENCE

- Associate Degree in Electrical Installation, Electronics, Computer Science or related field plus at least two years experience installing, servicing, and maintaining access control and closed-circuit television system.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent electronics troubleshooting, analyzing information, judgement, equipment maintenance, and reporting skills.
- Excellent interpersonal, communication skills.
- Advanced knowledge of and proficiency in MS Office Suite.
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening skills.
- Function with a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.

18 September 2021