



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Electronic Specialist II**
 Job Family: **Security**
 Prepared/Revised Date: **January 12, 2024**

FLSA Status: **Non-Exempt**
 Pay Range: **SY30H**
 Job Code: **62309**

SUMMARY: Under the direction and guidance of the Electronic Specialist Head, this position is responsible for the installation, repair, and maintenance of all the districts electronic security systems for access control, intrusion, surveillance, and other integrated systems as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Install, test, monitor, troubleshoot, diagnose, and repair district-wide electronic security systems. Use district work order system to track and schedule.	D	40%
2. Program district-wide security, access control, and video systems. Monitor video server usage, upgrade firmware, and maintain IT provided IP reservations on all surveillance devices.	D	18%
3. Maintain accurate records of all district security systems and associated programs. Update graphical drawings and educational guides.	D	4%
4. Provide 24-hour on-call assistance for security related issues.	D	3%
5. Schedule and track repairs through the district work order system.	D	2%
6. Provide backup for Electronic Specialist Head during absence.	D	2%
7. Mentor, guide, and train Electronic Specialist I on district systems and procedures.	D	2%
8. Train district personnel on security, access control, and security video system usage.	D	2%
9. Attend work and arrive in a timely manner.	D	1%
10. Coordinate with supervisors, departments, building managers, and contractors to facilitate installation, maintenance, and testing of all electronic security systems. Implement job specifications from design plans.	W	10%
11. Collaborate with IT department to integrate, upgrade and maintain security equipment within IT network.	W	5%
12. Assist with maintaining and ordering stock of repair parts and supplies. Work with vendors for warranties and repairs of defective security equipment.	W	2%
13. Assist PSD lock shop to service and troubleshoot electronic door hardware.	W	2%
14. Respond to schools/sites 24/7 as essential personnel to provide emergency response and crisis management, and/or in the event of weather or environmental incident, and/or school/facility/district closure.	A	2%
15. Perform other duties as assigned.	Ongoing	5%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two-year college certificate, journeyman’s license, vocational/technical program, or two years of formal schooling or training required
- At least two years of experience in low voltage wiring and additional experience working on low voltage security equipment
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Electronic Security Association (ESA) Certified Alarm Technician Level 1 or equivalent
- Manufacturer training and certification on district access control systems
- Manufacturer training and certification on CCTV/Surveillance systems
- Manufacturer training and certification on district intrusion systems
- Criminal background check required for hire
- Valid Colorado Driver’s License
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to be on call and/or respond to calls 24/7
- Knowledge of building codes related to low voltage cabling
- Knowledge of data networks and computer systems
- Ability to proofread specifications, diagrams, and blueprints
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Ability to use a wide assortment of hand and electrical tools

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

		# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle, or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate		X		
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills		X		
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	