

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SECURITY ELECTRONICS SPECIALIST I/II
CLASS CODE: I - 3100 / II - 3803

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: I - NONE / II - LEAD

EFFECTIVE DATE: 2/15/2017 (REVISES 4/21/2015 VERSION)

JOB SUMMARY

Under the general supervision of the Maintenance Supervisor, designs, constructs, installs and maintains electronic systems throughout the County, including but not limited to, control circuits, lighting control, motor controls, door controls and camera systems.

CLASS CHARACTERISTICS

Electronic Specialist I: Works under close to general supervision of Electronics Specialist II or the Maintenance Supervisor in performing duties at the entry or training level or in performing routine technical tasks that are less complex than those performed at the full performance level. A basic knowledge of Programmable Logic Controller systems, IP cameras, (CCTV) and computer systems essential.

Electronic Specialist II: Works under general supervision of the Maintenance Supervisor in performing the most complex duties within the assigned functions. This advanced level requires considerable knowledge of PLC systems, IP cameras systems (CCTV) and computer systems. This level requires the ability to engineer, design, repair, maintain and install the above systems. Incumbents in this classification are capable of leading and training others in all aspects of electronic security.

ESSENTIAL FUNCTIONS

Designs and builds electronic systems for divisions throughout the county, including but not limited to, control circuits, lighting control, motor controls, and door controls.

Writes code for PLC (Programmable Logic Controller) programs and CCTV (IP camera systems).

Designs set up and maintains camera systems.

Designs, builds, and maintains electronic interface systems including PLC, CCTV camera systems for computer control.

Troubleshoots and repairs electronic systems.

Performs system designs and modifications on existing equipment.

Develops, implements and maintains a secure database of all County video used in court and investigative processes. Produces evidentiary copies of recorded incidents for use in administrative and court proceedings.

Designs and installs covert (secure) surveillance systems.

Repairs electronic equipment to component level.

Responds to emergency situations on an on-call basis.

CLASS TITLE: SECURITY ELECTRONICS SPECIALIST I/II
CLASS CODE: I – 3100 II – 3803
PAGE 2

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Serves as a non-certified member of the Utah County Bomb Squad as requested by the bomb squad commander, responds to call outs, and functions as a subject matter expert (SME) in blasting, explosives, electronics, and special custom charges.

Supports plumbing, electrical and other day-to-day maintenance responsibilities throughout the Security Center and county buildings.

Update schematics and as builds as new installations and re designs are completed.

KNOWLEDGE, SKILLS, AND ABILITIES

Electronic Specialist I

Basic knowledge of:

Programmable Logic Controller programs.

IP Camera Systems (CCTV) and computer systems.

Security electronics, design, structure and function.

INET access control systems.

Staeafa building automation for HVAC, boilers etc.

Skill in:

Reading, writing and math.

The use of hand and power tools, soldering.

Computer abilities.

Ability to:

Interpret standard plans, blueprints, electronic schematics, ladder logic, etc.

Communicate effectively, verbally and in writing.

Maintain a cooperative relationship with those contacted in the course of work activities.

Electronic Specialist II (in addition to the knowledge, skills and abilities listed above):

Considerable knowledge of:

Programmable Logic Controller Programs.

Electronic theory, electronic troubleshooting and design.

IP Camera Systems and computers.

Skill in:

Analytic problem solving.

Engineering and design of systems.

The use of specialized electronic testing equipment, soldering skills.

Advanced computer abilities.

Ability to:

Train and lead others.

PHYSICAL DEMANDS

Regularly:

Walk, stand, stoop, or crouch.

Ascend or descend ladders, scaffolding, ramps, poles and the like.

Drive a motor vehicle.

Work for sustained periods of time maintaining concentrated attention to detail.

CLASS TITLE: SECURITY ELECTRONICS SPECIALIST I/II
CLASS CODE: I – 3100 II – 3803
PAGE 3

Distinguish between shades of color
Communicate via radio.
Lift or otherwise move objects weighing up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed at the Utah County Security Center.
Work exposes incumbent to noise.
Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation.
Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools or machinery.
Work exposes incumbent to hazardous chemicals.
Work requires the use of protective devices such as masks, goggles and gloves.
Work exposes incumbent to potentially hazardous situations.

EDUCATION AND EXPERIENCE

Electronic Specialist I: Associate degree in Electronics or a related field and one year of electronics security installation and maintenance work experience. Equivalent combinations of education and work experience may also be considered.

Electronic Specialist II: Bachelor degree in Electronics or a related field and four years of electronic security installation, design and maintenance work experience. Equivalent combinations of education and work experience may also be considered.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Selected applicants may be subject to a background check.

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Some incumbents may be required to obtain and maintain a valid State of Utah Commercial Driver's License (CDL).

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certification of the higher classification level, 2) meet the education and experience requirements of the higher classification level, 3) meet the class characteristics of the higher classification level, 4) have written recommendation from the department head and 5) receive approval from the Director – Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.