

CLASS TITLE: PUBLIC FACILITIES ELECTRONIC SECURITY ASSISTANT

PURPOSE OF THE CLASSIFICATION: Under general supervision assists or acts as coordinator in the installation, maintenance, repair and operation of electronic security and various other systems, complex locks, high security cylinders, latches, related hardware and other related assigned duties.

ESSENTIAL TASKS:

- Travels to various City owned locations to inspect and repair intrusion alarm systems reported to be in a "fault" Condition and to perform general maintenance of intrusion alarms and evaluate and inventory parts that may need to be replaced
- Travels to various City owned locations to complete tasks assigned by the Electronic Security Coordinator(s) pertaining to Access Control and Closed-Circuit Television systems
- Travels to various City owned locations to inspect and repair locks that are reported as malfunctioning, vandalized, or broken
- Provides access codes and/or physical keys to employees utilizing upon receipt of authorization and utilizing approved request forms
- Monitors various messaging systems to determine any security issues that may need a response
- Maintains and updates records, electronic alarm systems, video and photo archives in a central, secure database, providing sworn testimony and supporting documentation in courts/hearings
- Oversees and participates in monitoring Closed Circuit Television (CCTV) surveillance and access control and alarm equipment
- Designs conventional and high security master key systems, develops and maintains complex key codes for high security locking systems, and installs, repairs, maintains and changes combinations on safes and various locks for doors, and writes procedures for installing, repairing and identifying the location of locks within the system
- Cuts and issues duplicate/code keys for automobiles, desks, file cabinets, padlocks and other conventional pin, disc tumbler and high security cylinders, annually performs an audit of keys issued and maintains inventory of keys and computerized records of all keys, doors, hardware and personnel, and maintains the City's high security grand master key system to be in compliance with applicable regulations and City of Tulsa Access and Key Control policy
- Performs various investigations as assigned including background, pre-screen, and other internal investigations and coordinates as needed with City of Tulsa Human Resources Department and Tulsa Police Department
- Maintains, repairs, adjusts and installs door jambs and frames
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and five (5) years of related experience including one (1) year of specialized or technical training in the installation, repair and maintenance of electronic alarm and complex high security lock/key systems; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Candidates must have no felony arrests or convictions, nor a history of multiple misdemeanor arrests/convictions. In conformance with federal rules and legal mandates, candidates must undergo a background investigation, including fingerprints. Should the candidate be selected and accept conditional employment, failure to pass the background investigation will result in termination.

Knowledge, Abilities, and Skills: Considerable knowledge of security principles, practices and techniques; considerable knowledge of configuration, installation, repair and basic programming of electronic security equipment/systems; considerable knowledge of master keying principles; considerable knowledge of locks and keying devices; considerable knowledge in the use of word processing, spreadsheet, and digital editing software; working knowledge of security and crime related regulations, ordinances and laws and private investigation procedures; good knowledge of the appropriate safety procedures; and good knowledge of

video creation, specialized equipment and related documentation/report writing. Ability to supervise the work of contract personnel and coordinate multiple projects; ability to establish and maintain effective working relationships with employees, members of the general public, elected City officials and local, state and federal law enforcement agents;; ability to develop and maintain complex key codes to ensure the highest level of security; ability to make estimates of labor and materials required to maintain complex lock systems; ability to write operating procedures and keep accurate records; ability to troubleshoot electrical problems; ability to demonstrate safe, prudent and competent use of a sidearm; ability to remain calm in emergency situations; ability to communicate in noisy, hazardous or stressful situations; ability to make split second decisions; ability to safely operate motor vehicles and electronic communication devices; ability to respond appropriately to emergency situations;; ability to analyze data information and provide pertinent reports; ability to maintain precise records and provide input regarding security operations' budget; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization. Skill in working with widely varied alarms systems, lock/key hardware and related equipment.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 10 pounds and occasional lifting, carrying, pushing and pulling up to 60 pounds or more; frequent carrying up to 20 pounds; frequent reaching, balancing, bending, kneeling, handling, feeling, climbing and twisting; occasional crawling and smelling; physical strength and stamina to chase and subdue fleeing persons and arrest suspects and to rescue victims; sufficient hand-eye coordination and position mobility in the ankles, knees, hips and back for proficiency standard requirement and positions with both the "gun" and "non-gun" hand; and vision, speech and hearing sufficient to perform the essential duties.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Driver's License and be a Council On Law Enforcement Education and Training (CLEET) certified Armed Security Guard and a CLEET certified Private Investigator; and must obtain Oklahoma Department of Labor Closed Circuit Television-Technician (CCTV-T), Electronic Access Control Technician (AC-T), Locksmith Technician (LS-T), and Commercial Fire and Burglar Alarm Technician (CFB-T) Licenses within 1 year of employment.

WORKING ENVIRONMENT: Working environment is indoors/outdoors in all weather conditions; requires some travel to various City locations and use of telephone and other office equipment

Class Code: 3528
EEO Code: N-07
Pay Grade: AT-28

Group: Public Safety
Series: Public Safety Technical

Effective date: August 19, 2020