



# Access and Security Technician (DRAFT)

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## Position Description

Responsible to the appropriate Manager, through the appropriate Foreman/Supervisor. Primarily performs access and security system duties as assigned.

### **AST- 1**

Work independently and, when required, travel from job site to job site using a School Board owned vehicle for transporting workers, supplies, materials, tools and or equipment to the job site.

### **AST- 2**

Maintain, repair and install security alarms, access systems and related components for district buildings and portables as assigned.

### **AST - 3**

Maintain a complete record of assigned access codes and fobs, program new access codes and fobs when required.

### **AST - 4**

Provide technical assistance to District personnel, staff and others in the use of equipment and systems.

### **AST - 5**

Estimate material and labour costs for security system upgrades and repairs, make recommendations related to the design and purchase of materials and technology for new installations.

### **AST - 6**

Operate and maintain a variety of specialized tools and equipment related to security alarm systems.

### **AST - 7**

Maintain and clean work areas, vehicle, equipment and tools.

**AST – 8**

Report promptly to the appropriate foreman, manager or supervisor any mechanical failures or damage to District-owned vehicles, equipment and tools.

**AST – 9**

Perform duties in compliance with safety regulations.

**AST – 10**

Perform other duties consistent up to the level of the assigned role.

### Position Qualifications

<b>EDUCATION</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Grade 12 certificate or an equivalent combination of education, training and experience.</p> <p>Valid Class 5 British Columbia Driver’s License.</p> <p>Must possess a valid Security System Technician Certificate or equivalent trade qualification as issued or recognized by the Province of B.C.</p> <p>Must attain a Low Voltage Electrical Certification within one year of being awarded the position.</p>
<b>EXPERIENCE</b>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Must have a minimum of four (4) years security system installation experience.</p> <p>Additional knowledge and experience in building hardware installation and locksmith work would be an asset.</p>
<b>KNOWLEDGE</b>	<p><b><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</i></b></p> <p>The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise.</p> <p>Job-related safety regulations and techniques as outlined in the WorkSafeBC regulations.</p> <p>Digital technology; including email, online databases and facilities management software used by School District #61.</p> <p>School District #61 Policies and Regulations, Municipal, Provincial and Federal regulations relevant to his/her department.</p>

<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></b></p> <p>Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public.</p> <p>Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet these circumstances.</p> <p>Read and interpret plans and specifications.</p> <p>Understand and carry out written and oral instructions.</p> <p>Perform duties in compliance with safety regulations.</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient sight and hearing to perform related job duties.</p> <p>Able to lift and carry materials and equipment required to perform his/her duties in accordance with the WorkSafeBC regulations.</p> <p>Able to perform related physical and mental activities.</p> <p>Physically able to lift and operate related equipment in tight and confined spaces.</p> <p>Able to work in a highly active physical environment.</p> <p>Able to work in adverse weather conditions.</p>

January 2018