

Title: Security Specialist
PG: 45
Status: Civil Service
Position Reports to: Facilities Maintenance Manager
Department: Public Works

Class Code: 7720
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is skilled work encompassing all aspects of physical security systems of City facilities, including but not limited to locks, electronic and electrical surveillance systems and card access systems. Work also involves the responsibility for administering the City contract with private guard services, project supervision related to physical security systems, and the performance of a variety of miscellaneous mechanical and building trade tasks in general maintenance work. Work is performed without close supervision but is reviewed while in progress and upon completion.

ESSENTIAL FUNCTIONS:

1. Administers and controls all physical access control utilizing electronic access tools.
2. Administers city contract with outside guard services in the protection of various city buildings and facilities.
3. Responsible for project management, vendor selection, contracts and negotiations related to all security equipment for video surveillance, alarm systems, personnel safety in public areas, etc.
4. Provides training to City staff on security policy, procedures, new employee security orientation, etc.
5. Inspects sites and communicates with clients to determine security requirements.
6. Makes recommendations to improve security.
7. Develops design specifications to meet security requirements.
8. Performs equipment tests and diagnostic functions.
9. Inspects security installations to insure compliance with regulations and specifications.

ADDITIONAL RESPONSIBILITIES:

1. Performs miscellaneous repairs to various building systems.
2. Performs preventive maintenance on heating, ventilating and air conditioning systems.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge in the installation and troubleshooting of access control systems.
2. Knowledge of the principles of operation and characteristics of controllers, detectors, relays, bells, sirens, screamers and telephone circuits.
3. Knowledge of the practices, methods, and tools of the building maintenance trade.
4. Knowledge of personal computers and PC-based spreadsheet and database software.
5. Knowledge of the hazards and safety precautions pertaining to various mechanical trades.
6. Skill as a locksmith.
7. Skill in the use of a wide range of building trade tools and shop equipment.
8. Ability to perform basic programming for physical security systems.
9. Ability to understand and work from sketches, penciled layouts, rough plans and specifications.
10. Ability to provide estimates to clients for installation of equipment.
11. Ability to keep routine records and to make reports.
12. Ability to plan, schedule, supervise and coordinate in an effective manner projects involving other City of Lakeland departments and private contractors.

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WORKING ENVIRONMENT/CONDITIONS:

Requires work that involves walking, standing, stooping, jumping, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis or exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

Exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious, odors, traffic, moving machinery.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Five (5) years of experience working with security access systems.
3. Three (3) years of experience working in a variety of building trades work at the journey level.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license with appropriate endorsements as are required by the employing department.
2. Must possess a valid phone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.