

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6478
Pay Grade: D10

FLSA: Non-Exempt

INTRUSION SYSTEM SPECIALIST
REPORTS TO: Chief Schools Police
SUPERVISES: N/A
QUALIFICATIONS: Graduation from high school or possession of a GED, demonstrated computer skills, work experience in a confidential environment and strong communication and listening skills. Must obtain FDLE certification within six (6) months of employment.
PREFERRED QUALIFICATIONS: Certified 911 Public Safety Telecommunicator (police dispatcher) with three (3) years Police Dispatch Communications experience and/or FDLE certification
MAJOR FUNCTION
Create, launch, modify, and maintain Intrusion Operations System monitoring applications. In addition, the Intrusion System Administrator will train Schools Police Communications Center Dispatchers in the correct procedures to process and monitor intrusion alarms. In addition, will assist and/or relieve Dispatchers in the Schools Police Communications Center, as needed. Work is performed under general direction and reviewed for conformity with prescribed standards and attainment of desired objectives.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Creates and builds intrusion account(s) for all district facilities, as indicated on Installation Report• Programs access for all district employees to their job-specific base of operation, as per instructions of facility administrators• Completes programming downloads, following requested access modifications (additions, deletions, changes in access levels, etc.)• Performs specified staff and faculty programming requests, in accordance with district requirements, as indicated• Works directly with Intrusion System Installation Technicians, building and creating new intrusion programs, based on specific facility requirements• Works in direct communication with Intrusion System Service Technicians, advising the nature and location of needed repairs, in addition to troubleshooting requested system repairs• Instructs district personnel on the operations of the intrusion system• Assists School Safety and Security personnel with security-related issues• Assists district Fire Marshall as work applies to intrusion operations system• Performs onsite Intrusion System training and orientation at district facilities• Schedules onsite facility visits as needed to trouble-shoot Intrusion System operations• Prepares and distributes Access, Activity, and Arm/Disarm reports upon request• Inputs district ELKE Maintenance work orders for any/all repairs to intrusion systems• Assists Police Dispatcher covering shifts for vacations, sick, or personal days due to staff shortage, etc.• Under the direction of the Communications Center Supervisor, Sergeant, and/or Chief of Police assists Schools Police Communications Center dispatchers as needed, with calls for service, lock-down/lock-out notifications, reports of missing children, bus accidents, etc.• Provide Communications Center coverage to relieve Schools Police dispatchers for meal and personal breaks as needed• Performs other related work as required

INTRUSION SYSTEM SPECIALIST

TERMS OF EMPLOYEMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/10 RAS; BOARD APPROVED: 11/09/10; REVISED MQ, MF 01/05/15 CH; BOARD APPROVED: 01/27/15

INTRUSION SYSTEM SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job					X

Intrusion System Specialist – NR