

**JOB DESCRIPTION
MOORE PUBLIC SCHOOLS**

Job Title: Physical Security Technician

NOTE: Physical Security Technician can be assigned to work in any of the areas listed below.

Qualifications:

- High school diploma and or GED
- Experience with Fire and security alarm systems
- Experience with intercom systems
- Experience with IP camera systems
- Experience with access control systems
- Specialized training may substitute for some work experience
- **Preference given to those with state license in one or more areas above**

Credentials: Valid Oklahoma Driver's License and acceptable Driving record.

(Optional) Individual must obtain and maintain related certifications and/or licenses related to their responsibilities every 3 years.

Training or Experience Required:

Preferred commercial experience working with Fire and security alarm systems troubleshooting, repair and installation

Experience working with intercom systems troubleshooting, repair and installation

Experience working with IP camera systems troubleshooting, repair and installation

Experience working with access control systems troubleshooting, repair and installation

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Date Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.

Site: Technology Center

Reports to: Director of Technology or Designee