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Developed by:.....SA
Reviewed by:..SA, LK. DLJ
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Physical Security Technician
DIVISION: Administration and Finance (Public Safety)
REPORTS TO: Coordinator, Alarms
GRADE: 9
SUPERVISES: Contractors and vendors

BASIC FUNCTION:

Assist the coordinator, alarms with managing and maintaining the University's physical security infrastructure, including, but not limited to, fire and intrusion alarms, fire suppression devices and systems, smoke exhaust systems, closed-circuit security cameras, emergency alerting systems, electronic access control systems, traffic control gates, and license plate recognition devices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform and document inspections and tests of fire alarm, fire suppression, and related fire protection systems as required by State Fire Code and university policy. Write follow-up reports and make recommendations for remedial measures if necessary.

Configure, monitor, and repair access control and intrusion detection systems as assigned, coordinating with other university departments (e.g., Facilities Operations, Information Technology Services) as needed. Write follow-up reports and make recommendations for remedial measures if necessary.

Assist other University departments with the installation and repair of other physical security systems, such as closed-circuit security cameras, emergency alerting systems, electronic access control systems, traffic control gates, and license plate recognition devices.

Assist the Coordinator, Alarms with overseeing the work of contractors and vendors engaged to test and maintain the University's physical security systems, supporting vendor staff as needed. Monitor and review the work of skilled trade workers and semi-skilled workers and helpers in all disciplines involving the University's physical security systems for the installation, repair, maintenance and alteration of facilities and equipment.

Install, repair, and maintain fire and burglar alarm systems on all University campuses as assigned, including mounting of panels, bending, and securing EMT pipe, and running wire from panel to all devices, master box, ground, and power supply. Read blueprints and physically lay out systems to comply with prints, departmental needs, and applicable code(s).

Advise contractors and vendors regarding system installation, placing of devices and components. Prepare reports for superiors on work in progress and final acceptance of installations on a project constructed by a contractor and other maintenance reports. Notify a superior, the project engineer in charge, or project manager when situations arise involving failure to follow plans and/or specifications.

Configure and maintain the University's central fire and burglar alarm monitoring systems.

Conduct fire drills at various hours of the day and night, recording timed evacuations and filling out reports as required.

Responsible for resetting systems after alarms have been activated; investigate and correct associated trouble with system components (battery faults, short circuits, high voltages, ground faults, capacitors, diodes, voltage regulators, and power modules).

OTHER DUTIES AND RESPONSIBILITIES:

Participate in Alarm Services' weekly on-call rotation; respond to emergency calls after hours.

Attend training classes on safety and regulatory compliance topics to stay current on these topics.

Provide technical advice, assistance, and training to other Alarm Services staff when necessary.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Alarm systems & equipment; code knowledge; electric and electronic systems; At the time of appointment, must possess, and maintain as a condition of continued employment, a Fire Alarm Installer (Class BF) license. At the time of appointment, must possess, and maintain as a condition of continued employment, a valid driver's license. Must successfully pass a comprehensive background investigation.

ENVIRONMENTAL CONDITIONS:

This position is subject to both indoor and outdoor work. Extreme cold and hot temperatures can be encountered in this position. The potential exists where noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator might also be encountered. This position involves traveling throughout the University and could require bending, reaching, ascending, and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, carrying, feeling, talking, and hearing. This position will require the use a bucket truck.

QUALIFICATIONS:

REQUIRED: High School diploma, Trade School Diploma or GED; Minimum one year experience working with alarm systems (e.g., security companies; police or fire departments), or with electrical installation and training; Demonstrated working knowledge of applicable codes and standards (i.e., the Rhode Island Fire Alarm Code, the National Electrical Code, and the International Municipal Signal Association (IMSA) standards for fire alarm and work zone safety, etc.); Demonstrated working knowledge of electronics and electrical systems (i.e., the differences between various alarm devices, their uses and the systems with which they are compatible); Demonstrated knowledge of alarm installation procedures; Demonstrated understanding of the function of various alarm systems; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations. At the time of appointment, must possess, and maintain as a condition of continued employment, a Fire Alarm Installer (Class BF) license. At the time of appointment, must possess, and maintain as a condition of continued employment, a valid driver's license. Must successfully pass a comprehensive background investigation.

PREFERRED: Associates degree from a college or technical school of recognized standing, including completion of courses specializing in electrical and/or fire alarm; Minimum three years of experience in fire alarm installation, service, and/or maintenance; At the time of appointment, possesses, and maintains as a condition of continued employment, an Electrician (Class B) license; Demonstrated ability to read and interpret complex electrical wiring plans and specifications, including blueprints; Demonstrated ability to survey existing site and document current conditions prior to job construction; Demonstrated ability to prepare written reports concerning defects in electrical and fire alarm installations; Demonstrated working knowledge of the alarm activating aspects and operating procedures of sprinkler systems in order to determine proper settings, flow and pressure; Demonstrated skill in troubleshooting and problem-solving complex technical systems; Demonstrated working knowledge of and experience with Notifier, FCI, Simplex, and Edwards fire alarm systems; Demonstrated working knowledge of and experience with IP-based reporting systems for fire and intrusion alarm; Demonstrated working knowledge of fire sprinkler and/or chemical suppression systems and, NICET certification (any level); and, Demonstrated working knowledge of closed-circuit video camera systems, access control systems, and related physical security technologies.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.