



# Example of Security Systems Technician Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for a security systems technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for security systems technician

- Able to work overtime if necessary
- Provides technical oversight for electronic security system designs on capital improvement projects, ensuring designs and installations comply with institutional standards
- If required, recommends and manages outside service contracts
- Day-to-day management of all ACS, camera, systems, turnstile and other electronic systems
- Maintain trouble ticketing system for safety and security department
- Escalation of repair orders to third-party systems integrators or coordination of in-house entities for repairs IT, facilities, security
- Documentation and tracking of vendor contacts, vendor bidding processes (for new and repair processes), repair and service call scheduling, and ensuring security operations are aware of and able to manage vendor service and installs (communicate pass downs and instructions)
- Helping Security Operations Center (SOC) Operators and the badging officer(s) manage systems (computers, cameras/NVR and ACS)
- Ensures compliance with all access control policies
- Responsible for all access control system operation, including creating new badges, maintaining access groups structure, adding/removing access to restricted areas, system programming

## Qualifications for security systems technician

- Ability to commute throughout the Puget Sound to various Client locations
- Must have automobile
- Must possess excellent communications skills, using tact and diplomacy when dealing with the customer
- Knowledge and experience with business tools
- A high school diploma or equivalent and three years of experience working with electronic security system installation, operations, maintenance, and management