Title: Protection Systems Technician

Essential Function

Under general supervision from a designated administrator, monitor, maintain and repair University electronic safety and security systems.

Characteristic Duties

- Install, repair, replace, service and test various types of electronic equipment. Performs component-level repairs or makes modifications of equipment. May perform some fabrication of parts.

- Monitor systems, participate in troubleshooting/problem determination and make hardware/software repairs or refer problem to appropriate party. Follow-up to inform department of current problem status and ensure issue is resolved.

- Add new user information to computer database, assign user identification codes and passwords and update existing accounts with changes in account information.

- Inspect equipment, perform preventive maintenance and provide appropriate documentation for maintenance activities.

- Monitor parts inventory and requests additional parts.

- Draw and read blueprints, sketches and layouts; determining amount of materials needed and time involved. Applies all pertinent codes.

- Provide system user training.

- Perform related duties based on departmental need.

Minimum Qualifications

- Two-year technical school with six months experience; -OR- Associate’s degree with six (6) months experience; -OR- 2½ years. Degree must be in Electronic Technology or related field. Experience must be in installation and repair of digital electronic systems. Must obtain/possess a current fire system repair certification for State of Ohio within a year of employment. Must possess a valid driver’s license with an acceptable driving record. Must pass a complete background check and polygraph.

Last updated: March 1996