Lock and Security Electronics Specialist III

Job Description

Department: Public Works
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Varies by Assignment

Summary

Under limited supervision of the Carpentry or Maintenance Supervisor, designs, builds, installs, repairs, and maintains wide range advanced security electronic systems for the County.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Design and install a variety of advanced security electronic systems for the county, including control circuits, lighting controls, motor controls, and door access system controls.
2. Interpret Programmable Logic Controller (PLC) and Closed-Circuit Television (CCTV) codes; design, install, and maintain Internet Protocol (IP) camera systems.
3. Design, install, and maintain electronic interface systems including PLC and CCTV camera systems for computer control.
4. Diagnose and resolve electronic systems issues, including component-level repairs.
5. Perform routine maintenance, upgrade system designs, and modify existing equipment to ensure system reliability.
6. Develop, implement, and maintain a secure database of all County videos used in court and investigative processes; produce evidentiary copies of recorded incidents for use in administrative and court proceedings.
7. Design and install covert surveillance systems.
8. Assist other maintenance personnel in plumbing, electrical, and general maintenance responsibilities to maintain County facilities as assigned.
9. Maintain up to date schematics and as-built drawings to reflect all new installations and system redesigns.
10. Keep up-to-date with security best practices, industry standards, and new technologies.
11. Respond to emergency situations on an on-call basis as assigned.
12. Perform the duties of the Lock Security Electronics Specialist I and II as required.

Knowledge, Skills, and Abilities

- Knowledge of Programmable Logic Controller (PLC) and Closed-Circuit Television (CCTV) programs and codes
- Knowledge of electronic theory, electronic troubleshooting and design

For Office Use Only

Job Code: 3806
Job Title: Lock and Security Electronics Specialist III
FLSA: Non-Exempt
Effective Date: 3/26/2025
Public Safety: No
Worker's Compensation: County
Background Level: Civilian
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

- Knowledge of IP Camera Systems (CCTV) and computer systems
- Knowledge of security electronics, design, structure and function
- Knowledge of various control systems such as access, lighting, heating
- Knowledge of building automation systems for HVAC and boilers control
- Knowledge of network infrastructure
- Knowledge of fire detection systems
- Skilled in reading, writing and math
- Skilled in the use of hand and power tools, including soldering
- Skilled in analytical problem solving
- Skilled in engineering and design of systems
- Skilled in the use of specialized electronic testing equipment
- Skilled in advanced computer hardware, software, operating systems, and databases, especially security systems interface
- Ability to interpret standard plans, blueprints, and electronic schematics
- Ability to communicate effectively, verbally and in writing
- Ability to train and lead others
- Ability to maintain a cooperative working relationship with those contacted in the course of work activities

Supervisory Responsibility
This position has no direct supervisory responsibility but serves as a coach and mentor for other positions in the department.

Work Environment
This job operates primarily in a professional office environment at the Utah County Security Center (Jail) and other County facilities, but also requires extended periods of outdoor work, occasionally in varying weather conditions, including heat, cold, or inclement weather. Employees are exposed to environmental hazards, such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, as well as potential physical hazards and to possible bodily injury from moving machinery, tools, or equipment. Work may expose the incumbent to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as mandated by Occupational Safety and Health Administration (OSHA) and other relevant regulatory entities. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee will be required occasionally to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and frequently lift supplies and equipment up to seventy-five (75) pounds and occasionally up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work
Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand. Incumbent may be expected to be on-call as assigned.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience
1. Bachelor degree in Electronics or a related field.
2. Four (4) years of work experience in security equipment installation, design and electronic security system maintenance, including two (2) years specifically within Utah County.
3. Equivalent combinations of education and work experience may also be considered.

Additional Eligibility Qualifications
1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
2. Selected applicants will be required to submit to pre-employment drug screen and background check.
3. Selected applicants must obtain the following certifications during the probationary period for new hires or the trial period for promoted county employees and must maintain all required certifications during employment. Selected applicants or county employees may also be required to obtain additional certifications as directed. County employees must possess all required certifications and licenses before moving into this classification through reassignment, transfer, or career ladder advancement.

a. Forklift Certification
b. CPR Certification
c. Genetec Certification
d. Access Control Training
e. Arc Flash Training
f. Confined Space Training
g. Trench Safety Course
h. Complete a Defensive Driving Course
i. Completion of two (2) or more of the following classes/certifications:
    i. Electronic Security Association (ESA) Certified Alarm Technician Level I or equivalent.
    ii. Detention Lock Smith Certification
    iii. Manufacturer Training and Certification on County's intrusion systems.
    iv. Manufacturer Training and Certification on County's lock and door systems.
    v. Other applicable job certifications as approved or required by Supervisor and Division Manager

Career Ladder Advancement
For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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