



# Security Electronics Specialist I

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 723  
Supervisory: No  
Reports to: Maintenance Supervisor

### Summary

Under close to general supervision of the Maintenance Supervisor, designs, constructs, installs and maintains electronic systems throughout the county, including but not limited to, control circuits, lighting control, motor controls, door controls and camera systems. A basic knowledge of Programmable Logic Controller systems, IP cameras, (CCTV) and computer systems essential.

### Essential Functions

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

1. Design and build electronic systems for divisions throughout the county, including but not limited to, control circuits, lighting control, motor controls, and door controls.
2. Write code for PLC (Programmable Logic Controller) programs and CCTV (IP camera systems).
3. Design set up and maintain camera systems.
4. Design, build, and maintain electronic interface systems including PLC, CCTV camera systems for computer control.
5. Troubleshoot and repair electronic systems.
6. Perform system designs and modifications on existing equipment.
7. Develop, implement, and maintain a secure database of all County video used in court and investigative processes. Produce evidentiary copies of recorded incidents for use in administrative and court proceedings.
8. Design and install covert (secure) surveillance systems.
9. Repair electronic equipment to component level.
10. Respond to emergency situations on an on-call basis.
11. Support plumbing, electrical and other day-to-day maintenance responsibilities throughout the Security Center and county buildings.
12. Update schematics and as builds as new installations and re designs are completed.

### Knowledge, Skills, and Abilities

- Knowledge of Programmable Logic Controller programs
- Knowledge of IP Camera Systems (CCTV) and computer systems
- Knowledge of security electronics, design, structure and function

### For Office Use Only

Job Code: 3100  
Job Title: Security Electronics Specialist I  
FLSA: Non-Exempt  
Effective Date: 8/17/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

- Knowledge of INET access control systems
- Knowledge of Staefa building automation for HVAC, boilers etc.
- Skilled in reading, writing and math
- Skilled in the use of hand and power tools, soldering
- Skilled in computer abilities
- Ability to interpret standard plans, blueprints, electronic schematics, ladder logic, etc.
- Ability to communicate effectively, verbally and in writing
- Ability to maintain a cooperative relationship with those contacted in the course of work activities

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

This job primarily operates at the Utah County Security Center (jail). This position exposes the employee to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation and to possible bodily injury from moving mechanical parts of equipment, tools or machinery. 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. This position requires the operation of a motor vehicle.

### **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 manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, bend, crouch, talk, and hear. Duties require lifting supplies, tools, and equipment up to 80 pounds. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type and file.

### **Position Type/ Expected Hours of Work**

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the county and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

This position requires up to 5 percent travel.

### **Required Education and Experience**

1. Associate degree in Electronics or a related field

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2. One year of electronics security installation and maintenance work experience
3. Equivalent combinations of education and work experience may also be considered

### **Preferred Education and Experience**

1. Experience, training, or certification in kitchen or laundry equipment repair

### **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 may be subject to, and must pass, a background check
3. Selected applicants must obtain forklift operator certification during the probation or trial period
4. Some positions may require the employee to obtain a valid State of Utah Commercial Driver's License (CDL)

### **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.

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**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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