

**Department of Human Resources**

Employee Health & Safety Division
Disability Services Section
500 4th Avenue, Room 500
Seattle, WA 98104
(206) 477-3350
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www.kingcounty.gov

Employee :

Claim # :

JOB ANALYSIS

Job Title:	Security Systems Technician		
Department:	Executive Services	Division:	Building Operations Services
DOT Title:	Fire-Control Mechanic	DOT #:	632.261-014
SVP:	6	Requestor:	Teresa Fager
Worksite Address:	500 4 th Ave Seattle, WA 98104	Office Contact Name/ Phone/ Email:	Carlos Gonzalez 206-773-4231 carlos.gonzalez@kingcounty.gov
Original Analyst:	Kyle Pletz, VRC, CDMS		Analysis Date: 10/13/20
Update Analyst:			Update Date:

☒ On-Site ☐ Interview ☐ Representative

JOB DUTIES:

The responsibilities of this classification include supporting, troubleshooting and maintaining electronic systems for life safety and building security to ensure systems meet the County's business needs.

ESSENTIAL FUNCTIONS ACCORDING TO THE EMPLOYER:

All King County jobs require ability/essential function to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others.

Job Specific Requirements:

1. Provides services directly related to County Life Safety, Mass Notification and security systems.
2. Process work orders and troubleshoot issues for internal and external customers using the County Integrated Security and Life Safety Systems.
3. Order and track parts and materials to support the installation and maintenance of Life Safety, Mass Notification and security systems.
4. Inspect and test Life Safety, Mass Notification and Security Systems in accordance with Life Safety codes, standards, regulations and county policies and procedures.
5. Schedule testing and inspections for life safety and security systems maintaining needed documentation.
6. Track, adjust, regulate and monitor life safety and security systems. Document and maintain all modification and system changes.
7. Analyze metrics and create reports from application as directed.
8. May perform, consult on or lead the installation, programming, and maintenance of automated systems equipment panels including fire, mass notification, access control, CCTV surveillance, and duress and intrusion alarms.
9. May lead others including building trades and contractors in the testing, installation and maintenance of life safety and security systems infrastructure.
10. Provide training and user support to clients and end users; update user rights.



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11. Provide training and work process direction to building trades and contractors regarding installation and maintenance methods used by the county.
12. Provide support for service issues or failures at any time during working and standby hours.
13. Perform other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

MINIMUM QUALIFICATIONS:

- Knowledge of electronic security systems
- Knowledge of the operations and maintenance of security systems and all related equipment
- Knowledge of computer technology principles, application and troubleshooting techniques
- Skill in providing user support and guidance
- Skill in creating, maintaining and updating user documentation
- Skill in handling multiple competing priorities
- Skill in conveying technical information to non-technical users
- Skill in oral and written communication including conducting technical training and presentations
- Analytical, problem solving, and troubleshooting skills
- Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds
- Ability to work independently and as a team member

Education and Experience Requirements

Any combination of experience/education/training that clearly demonstrates the ability to perform the job duties of the position

Licensing, Certification and Other Requirements

Valid Washington State driver license

Washington State low voltage E-06 or E-01 electrician license

Additional licenses, certifications or other requirements determined to be necessary to meet the business needs of the employing unit may be required

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Hand tools, various computers, scanners, telephone, smart phone, tablets, laptops, various low voltage equipment, County vehicles, hand trucks, various carts, hydraulic lift cart, small scissor lift, electrical testing equipment, power tools, scopes, ladders, impact tools, various wires, various fire and security equipment.



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PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 49 min. – 2 hr 40 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 41 min – 5 hr 20 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
C = Constant (67-100%, more than 5 hr 20 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week
		FLSA Exempt <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Work Pattern (continued)

This is classified as a MEDUIM job by the US Department of Labor.

Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Lifting floor – waist		1-15 20-45 *50				Up to 5 min./time for up to 30 min. total in with weights of up to 1-15 lbs. while manipulating fire alarm components, hand tools, tool pouch, parts and equipment. Approx. 4x/shift the employee lifts a ladder ranging from 6' ladder to 18' extension ladder. *Approx. 2x/mo. May lift a 50 lbs. panel in order to install it. May lift a box of equipment, etc. up to 10x in a shift.
Lifting waist–shoulder		1-15 20-45 *50				Up to 5 min./time for up to 30 min. total in with weights of up to 1-15 lbs. while manipulating fire alarm components, hand tools, tool pouch, parts and equipment. Approx. 4x/shift the employee lifts a ladder ranging from 6' ladder to 18' extension ladder. *Approx. 2x/mo. May lift a 50 lbs. panel in order to install it. May lift a box of equipment, etc. up to 10x in a shift. Lifting equipment is available on most occasions.
Lifting above shoulder		1-15				Up to 1 min./time for up to 2 hrs. total while maintaining, repairing and installing fire and security devices.

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Job Demand	Frequency and Weight (lbs.)					Activity Description
	N	S	O	F	C	
Carry (Distance/Surface)			1-15			Up to 5 min./time for up to 1-1.5 hrs. total with 1-15 lbs. while carrying fire alarm components, wire spools hand tools, tool pouch, parts and equipment between various County buildings.
Pushing/Pulling (Distance/Surface)		10-20	3			Up to 5 min./time with 10-20 lbs. for up to 1 hr. total while using a cart to transport equipment, pulling wires, opening and closing doors and drawers as well as when manipulating equipment on racks, carts, etc. 1-3 lbs. turning steering wheel when driving to any facility in King County.

Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Sitting					X	On an office chair or automobile seat for up to 1.5 hrs./time, 6-7 hrs. total while installing software, driving, trouble shooting, conducting problem resolution, training, attending meetings, performing general computer duties such as email, etc.
Standing				X		On flat carpeted, cement, linoleum or tile surfaces for up to 15 min/time, 5 hrs. total while troubleshooting, repairing and installing equipment.
Walking				X		On flat carpeted, cement, linoleum or tile surfaces for up to 5 min./time, 3-4 hrs. total while walking within/between various King County facilities.
Perform Work on Ladders				X	X	Up to 30 min./time, 4-6 hrs. total while installing new fire and security systems, trouble shooting and pulling wire.
Climbing			X			Up to 6-18' feet at a time, up to 2 hrs. total while using a ladder all shift to work on elevated areas.
Balancing				X		Up to 30 min./time, 6 hrs. total while installing new fire and security systems, trouble shooting and pulling wire on a ladder.
Stooping / Bending			X*			On flat carpeted, cement, linoleum or tile surfaces for up to 2-5 min./time, 1 hr. total while running wires, troubleshooting/installing fire and security equipment. *The employee can reduce bending/stooping by alternating with kneeling or squatting.
Twisting at Neck			X			On flat carpeted, cement, linoleum or tile surfaces for up to 2-5 min./time, 1 hr. total while running wires, troubleshooting/installing fire and security equipment.
Twisting at Waist			X			On flat carpeted, cement, linoleum or tile surfaces for up to 2-5 min./time, 1 hr. total while running wires, troubleshooting/installing fire and security equipment.



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Physical Demands	Frequency					Activity Description
	N	S	O	F	C	
Squatting / Kneeling			X*			On flat carpeted, cement, linoleum or tile surfaces for up to 2-5 min./time, 1 hr. total while running wires, troubleshooting/installing fire and security equipment. *The employee can reduce bending/stooping by alternating with kneeling or squatting.
Crawling		X				Up to 20' at time for up to 20-30 min. total while accessing a crawlspace, attic, under a desc, etc.
Reach waist to shoulder					X	Up to 1 hr./time, 7 hrs. total in a work shift while running wires, troubleshooting/installing fire and security equipment. Using hand tools, opening drawers/doors, accessing panels, etc.
Reach above shoulder			X			On flat carpeted, cement, linoleum or tile surfaces for up to 2-5 min./time, 1 hr. total while running wires, troubleshooting/installing fire and security equipment.
Reach below waist			X			On flat carpeted, cement, linoleum or tile surfaces for up to 2 min./time, 1 hr. total while running wires, hooking up computer equipment or placing equipment on a rack/cart.
Keyboarding				X		Up to 5 min./time 2-3 hrs. total while programming fire alarms, performing general computer duties such as email.
Wrist Flexion/Extension				X		Up to 2 min./time, 2 hrs. total while running wires, maintaining/installing fire/security equipment and using hand tools.
Handle/Grasp				X		Up to 45 min./time, 4 hrs. total while using various hand tools, running wires, troubleshooting/installing fire and security equipment, etc. Driving a County vehicle and manipulating carts.
Forceful Grasp			X			Up to 2 min./time, 2 hrs. total while pulling wire, manipulating ladders, panels, hand tools and equipment.
Fine Finger Manipulation					X	Up to 30 min./time, 6 hrs. total while using a computer mouse, smart phone, tablet, writing, typing, using hand tools and manipulating small equipment and wires.
Hand Controls				X		Up to 45 min./time for up to 4 hrs. total while driving, operating scopes and manipulating a computer mouse.
Foot Controls						Up to 1.5 hr./time, 3 hrs. total while driving a County vehicle to various King County locations.
Repetitive Motion				X		Body Part: Hands/upper extremities Cycles/hr: 300+
Vibratory Tasks – High	X					
Vibratory Tasks – Low		X				Rarely use an impact driver up to 1 min./time, 5 min total.
Talking			X			Up to 10 min./time, 1.5 hrs. total while using the telephone, attending meetings; conversing with co-workers, vendors/contractors and customers.



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	N	S	O	F	C	
Hearing					X	Up to 2.5 hr./time, 8 hrs. total while using the telephone, troubleshooting, attending meetings and coordinating logistics as well as conversing with co-workers, County employees and contracting entities. Installs and maintains fire alarms and security equipment that has auditory cues/alarms. Works in safety sensitive areas that may require hearing.
Visual – Near Acuity					X	Computer monitors, wires, fire/security components, scopes, documents, product numbers, etc.
Visual – Far Acuity			X			Driving.
Visual – Depth Perception				X		Driving, manipulating wires, trouble shooting, installing equipment.
Visual – Color Discrimination				X		Wires.
Visual – Accommodation			X			Driving. Looking at computer monitors and equipment in the distance.
Visual – Field of Vision				X		Driving and working in security sensitive areas such as a jail or homeless shelter.
Exposure to Weather			X			Walking between buildings.
Extreme Cold	X					
Extreme Hot	X					
Wet and / or Humidity		X				May work around areas such as a kitchen.
Proximity to Moving Mechanical Parts		X				Vehicles, gates.
Exposure to Explosives	X					
Atmospheric Conditions			X			Dust.
Exposed Heights		X				Loading docks.
Exposure to Electricity				X		Electronic components, panels and wires.
Exposure to Toxic / Caustic Chemicals		X				May identify outdated chemicals that need to be removed prior to starting work.
Exposure to Radiation	X					
Noise Intensity	<input type="checkbox"/> Very Quiet <input checked="" type="checkbox"/> Quiet <input checked="" type="checkbox"/> Moderate <input checked="" type="checkbox"/> Loud <input type="checkbox"/> Very Loud					The work environment ranges from a quiet office to a loading dock that could have loud fire alarms, diesel trucks, forklift sirens, etc.
Other:						



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Analyst's Comments:

Possible Employer Modifications:

Update Comments (*if applicable*):

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Analyst:

Kyle Pletz, VRC, CDMS

Oct 23, 2020

Vocational Consultant

Date

Update (*if applicable*):

Vocational Consultant

Date

Employer Verification:

Carlos Gonzalez

Name

Nov 13, 2020

Date

Employee Verification: (optional)

Name

Date



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MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work. Date employee is released to return to work if different from today's date: _____
- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a ☐ permanent basis or ☐ temporary basis.
- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- ☐ Attending Physician ☐ Consulting Physician ☐ Pain Program Physician
- ☐ IME Physican ☐ PCE Therapist ☐ OT / PT Therapist ☐ PEP Physician