



Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 ▪ www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: Security Technician

JOB NUMBER: 2018-013

DEPARTMENT: Tulalip Data Services

JOB DESCRIPTION: This person will perform maintenance, support and installation tasks relating to integrated access control, intrusion detection, fire protection and video management systems for the Tulalip Tribes Government and affiliate entities.

JOB OPEN: 06/22/2018

JOB CLOSE: Open Until Filled

TO APPLY: Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Security Manager

EMPLOYEE SUPERVISES: X

EXTENT OF AUTHORITY: Under the direction of direct supervisor, performs confidential job duties, providing support and service to all tribal access control systems and work place safety in accordance with established policies and procedures.

EDUCATION:

- High School Diploma or GED required (Attached copy of diploma or transcript with application)

SKILLS:

- Ability to work independently with little supervision, prioritizing and completing assignments and tasks.
 - Must be able to work well under pressure and within time restraints
 - Ability to work within a dynamic work environment
 - Advanced knowledge of Microsoft Office Suite and other office software
 - Must have excellent verbal and written communication skills
 - Must have strong mechanical aptitude
 - Must be able to troubleshoot and identify failed security components
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- Must be able to keep accurate documentation of system repairs and equipment replacements
- Knowledge of local and national codes and/or other regulations regarding low voltage systems
- Basic knowledge of video and/or network storage systems

EXPERIENCE:

- Minimum of three (3) years of experience supporting hardware/software
- Minimum of three (3) years of low voltage wiring installation experience
- Knowledge of C*Cure or silent knight fire systems a plus

OTHER REQUIREMENTS:

- Must obtain 06 Electrician Card and keep in good standing
- Must be able to successfully complete a tribal, state, and federal background investigation
- Must have understanding of information security and privacy policies such as HIPAA and PCI
- Must have a valid driver's license (attach copy)
- Must have proof of car Insurance
- Must own reliable transportation to work normal and adjusted hours as needed
- Work evenings, weekends, and "or holidays as needed or requested
- Must be willing to work on a "on-call" rotation to support tribal and commercial clients 24/7
- Must be willing to attend progressive job related training as requested
- Must have successful employment history with the Tulalip Tribes and/or other employers.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual and finger dexterity for the operation of a personal computer and routine paperwork
- Stamina to sit, stand, and/or walk for prolonged periods of time
- Tolerance to be exposed to computer screen for prolonged periods of time on a regular basis
- Ability to lift and carry 40 lbs. on a frequent basis
- Mobility to bend, stoop, and/or climb stairs on an occasional basis.

SPECIFIC JOB PERFORMED:

- Perform system monitoring, problem discovery and resolution of issues
- Install low voltage wiring following local code and/or other regulatory specifications
- Perform maintenance and repair of systems using specialized tools of the trade
- Communication of project information with management and project team
- Review surveillance systems and data logs for evidentiary purposes while maintaining chain of custody processes
- Update and maintain security schematics, drawings and other records
- Monitor protected/confidential video surveillance data and report unusual activities
- Manage and/or perform installation of new security systems
- Configure and maintain various access control accounts, schedules and zones

- Troubleshoot, identify, and initiate repair of faulty security systems parts and components
- Create and distribute corporate access control (ID) badges and appropriate documentation
- Monitor and maintain equipment and supply inventory
- Perform routine security checks to ensure system integrity
- Performs routine preventative and corrective maintenance on various types of computing and security equipment
- Participates in continued education and training as necessary for successful completion of assigned tasks
- Provide on-call technical support for the organization regarding specific applications and operational problems
- Participate in the TDS mentoring program
- Performs other related duties as deemed necessary or requested

BASE WAGE: USD \$DOE

TERMS OF EMPLOYMENT: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.