



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7353 | Fax (360)466-1348

<b>Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?</b>	
<b>Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?</b>	

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE:** Security & Low Voltage Technician

**DEPARTMENT:** Information Technology

### POSITION SUMMARY:

Under the general direction of the Director of Information Technology (IT), The roles and responsibilities of this person will include day-to-day oversight of physical security measures at all facilities within the Tribal Government Community. Job duties include system design, project management, project coordination, installation, and vendor oversight. Performs System Administration functions, provides technical support, administers training, and provides ID badge office support.

**Supervised by:** Information Technology Director

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Security, CCTV, and access control installation, integration, networking, programming of IP-based equipment, and service support principally in the field.
- Pulling and installing CAT 5/6, fiber, and security wire.
- Write physical security and video surveillance plans, policies, and standard operating procedures to ensure clear and efficient processes are in place.
- Maintain, assess, audit, and troubleshoot access control and video surveillance systems.
- Issue, track, and coordinate electronic key and access control cards.
- Perform in-house troubleshooting and repairs when possible and submit work orders for problems that cannot be corrected in-house.
- Provide reliable, high-quality customer support, training, and instruction.
- OTHER DUTIES AS ASSIGNED.

### MINIMUM QUALIFICATIONS

- 2-5 years of documented experience Installing CCTV, Access Control, low voltage cabling.
- Understanding of computer networking concepts and technologies.
- 2-5 years of documented experience in Access Control system installation, design, and management.
- 2-5 years of documented experience in Video Surveillance system installation, design, and management.
- Understanding of low voltage technology (CCTV, Alarms, access control, fire alarms-) and a variety of security technology systems and vendors.

- Proficiency in security & CCTV software applications such as; Software House, C-Cure, Kantech, Avigilon, Maxxess, Axis VMS, Mobotix VMS, Milestone VMS etc.
- Must have a High School diploma or GED

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Outstanding written and verbal communication skills.
- Strong problem solving and critical thinking skills.
- Interpret blueprints, diagrams, submittal documents, specifications, and schematics.
- Knowledge of NEC and Local codes.
- Skilled in Microsoft Office products: word processing, spreadsheet, database, email, along with other computer applications.
- Must possess a valid State Driver’s License.

**WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week. (4x10) This is a full-time position.
2. Must be able to pass a drug screening.
3. Must be able to pass a WA state and federal background check.
4. Must be available on-call as needed.
5. Work may require bending, climbing, lifting, and carrying equipment up to 60 pounds, and extended periods of sitting, standing, or walking.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Security & Low Voltage Technician is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_