

Washington State Department of Personnel
Class Specification

LIQUOR ELECTRONIC SECURITY TECHNICIAN 4

593D

Abolished: Adopted 08/13/2009, Effective 08/14/2009

Definition:

This is the supervisor or expert level of the series. Supervises Electronic Security Technicians. In addition, maintains, monitors, and utilizes computerized security systems and other electronic surveillance equipment to ensure the security of the Liquor Control Board, Seattle Distribution Center, and statewide retail outlets against fire, burglary, and intrusions. Installs, maintains, repairs, or replaces closed circuit TVs, monitors, VCRs, and electronic alarms. Checks and verifies order discrepancies through videotapes.

Typical Work:

Develops, organizes, implements, directs, supervises, schedules, and participates in the activities of the Security Technician 1 employees in external and internal security by using computerized intrusion and fire alarm systems, data entry and data base backup procedures, installation and operation of security equipment, (i.e., CCTV cameras, monitors, time lapse VCR's, door and motion detection alarm switches, remote control gates), performance of tests and inspections of fire sprinkler system, and conducting inventory and loss control inspections for the protection of inventory and loss control inspections for the protection of inventory and property within the Washington State Liquor Control Board Distribution Center;

Participates, instructs, and supervises the Security Technician 1 employees in the operation of a computerized Central Alarm System for state-owned liquor stores; ensures data entry for all store and agency accounts is complete and accurate; ensures all alarms are acknowledged and appropriate emergency notification procedures are followed in the event of alarms, burglary, robbery, and/or medical emergencies in liquor stores;

Performs evaluations and conducts training programs; forwards routine reports and records of employee progress and development to management; plans and conducts scheduled staff meetings; prepares and maintains bimonthly payroll and leave slip reconciliation;

Reviews all logs, incident reports, and computer printout sheets daily and refers significant information to management; conducts verification of shipment discrepancies; instructs, assists, and supervises facility communication/message center via telephones, paging, and radio systems; designs and maintains a preventative maintenance and repair schedule of all required equipment;

makes budget recommendations for the upgrading of systems and replacement of components and repair parts;

Assists in the design of facility emergency evacuations and conducts evacuations to include command post marshaling areas and signal and response systems; performs first aid as required;

Performs other duties as assigned.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

Two years of experience in operation and maintenance of electronic equipment including at least six months of experience as a lead worker or shift supervisor. One year of full-time training in electrical engineering or electronics may be substituted for the experience requirement.

Class Specification History:

New class effective June 1, 2005; Liquor Electronic Security Technician 4 (replaces 72961 Liquor Electronic Security Supervisor).

Revise Liquor Electronic Security Technician 4 class code from C to D, Effective January 27, 2005