

CLASS TITLE: ELECTRONIC PROTECTION OFFICER

Class Code: 02187800

Pay Grade: 27A

EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the coordination, administration and planning of a complex electronic security system for the Division of General Services and Property Management; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior; work is reviewed through conferences and reports for conformance to policies and results obtained.

SUPERVISION EXERCISED: Supervises the work of a staff involved in electronic equipment installation, repairs and the monitoring of sophisticated electronic equipment.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the coordination, administration and planning of a complex electronic security system for the Division of General Services and Property Management.

To be responsible for supervising the work of staff personnel assigned to the electronic security monitoring information system.

To coordinate the activities of the Control Communications Monitoring Center (C.C.M.C.).

To coordinate the installation of electronic fire and security alarms, detection systems and building energy maintenance monitoring systems in various state buildings, culminating at the C.C.M.C.

To be responsible for the monitoring, reporting, dispatching and maintenance of such equipment.

To be responsible for the training of dispatchers in the proper sequence of procedures and use of equipment.

To coordinate with city and town officials fire and security procedures to follow for state buildings located in their areas.

To monitor and dispatch personnel for a computerized fuel dispensing system.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the design and maintenance of electronic protection security, fire and maintenance systems and the ability to apply said knowledge; the ability to train and instruct personnel in the use of said equipment; a working knowledge of administrative functions including personnel matters and the ability to compile records regarding the overall operation; the ability to prepare clear and concise reports and recommendations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: considerable employment in a supervisory capacity directly involved in electronic protection systems.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 4, 1981

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