



## **ALARM MONITOR**

Job Code: 430ABE  
Bargaining Unit: 01  
Effective Date: 6/19/2010

### **Description of Work**

#### **General Statement of Duties**

Performs continuous routine surveillance of monitoring devices linked to each of the Board of Education's physical facilities, and mechanical and electrical systems to detect irregularities such as mechanical break-downs or fires; monitors specialized detection devices; responds appropriately to alarms and messages received; and performs related work as assigned.

#### **Supervision Received**

Works under the technical and administrative supervision of a unit supervisor.

#### **Supervision Exercised**

None.

### **Typical Duties Performed**

The listed examples may not include all the duties performed by all positions in this class.

Monitors the computer and other alarm signals to detect any problems at the school buildings or physical facilities.

Reacts to alarms and messages received allowing for variables inside and outside the security system; makes decisions based upon communication guidelines and training (e.g., alerting school custodial engineering and maintenance staff to repair equipment that the computer indicates is malfunctioning, notifying the police and/or fire departments of break-ins, vandalism or fire and taking other appropriate actions as necessary.

Alerts the appropriate repair person of computer and sensing device malfunctions.

Provides central radio dispatching, and electronic paging, and takes telephone messages for the maintenance and custodial personnel.

Prepares a log of the events that occurred during each shift, indicating actions taken, and including special instructions for the following shift.

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### **Knowledge, Skills, and Abilities**

Working knowledge of computers and computer input/output techniques.

Considerable ability to remain physically confined within a small room for extended periods of time while monitoring electronic and communication equipment.

Considerable ability to communicate clearly and effectively by radio, telephone, page, and in person.

Considerable ability to remain alert and operate multiple monitoring systems throughout an entire shift.

Considerable ability to assess situations and take decisive appropriate actions.

Working ability to operate the electronic and communication equipment used in monitoring; accessing the computer menu, scanning the appropriate screens for alarms, making appropriate responses, and storing this information in the computer.

Working ability to read and follow oral and written instructions.

Some ability to accurately type the entries into log records or other routine reports.

### **Minimum Qualifications**

High school graduation or G.E.D. equivalent.