



ALARM MONITOR 2

Job Code: 658ABE
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; performs clerical duties relating to maintaining employee time records, summarizing daily log records; and performs related work as assigned.

Supervision Received

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

Supervision Exercised

Maintains Shift Schedule.

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; monitors elevator telephones to ensure they are operating properly.

Reacts to alarms and messages received allowing for variables inside and outside the security system; makes decisions based upon communications 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 repairperson of computer and sensing device malfunctions.

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

Activates emergency sirens for the monthly civil service defense drill.

Prepares a log of the events that occurred during each shift, indicating actions taken, and special instructions for the following shift; summarizes all log records for the daily record.

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Typical Duties Performed (continued)

Maintains the biweekly work schedule; issues pagers; audits the time sheets of other unit staff; ensures that time recorded follows employees' assigned schedules and are signed; coordinates the scheduling of vacations for review by administrator; trains new employees.

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, evaluate security needs, and take decisive appropriate actions.

Working ability to operate the electronic and communication equipment used in monitoring to access the computer menu, to scan the appropriate screens for alarms, to make appropriate responses, and to store this information in the computer.

Working ability to read and follow oral and written instructions.

Working ability to interact effectively with District staff, workers from other companies and, on occasion, the public, representing a diversity of ethnic, cultural and socioeconomic backgrounds.

Minimum Qualifications

High school graduation or G.E.D. equivalent and two years of experience as an Alarm Monitor or equivalent.