

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

POSITION DESCRIPTION

POSITION TITLE: Airport Systems Technician II	DATE: 09/15/2020
DEPARTMENT/TITLE OF SUPERVISOR: Director of Information Technology	GRADE/LEVEL: 18

Position Summary (Primary Function)

This position is under limited supervision and the person filling it must have the ability to analyze, troubleshoot, remedy and make good, sound decisions based on the information provided. This position manages and maintains the access control, CCTV, video management, and low voltage infrastructure in accordance with all applicable airport policies and directives. Communicates daily with the Airport Operations and Public Safety departments, ensuring all services within the realm of access control and CCTV are operational and in good working order. In addition, this position will maintain vehicle gates, electronics, low voltage / structured cabling infrastructure, computer software and other systems as needed. Must pass a ten-year criminal history background check and maintain security clearances as required by the Transportation Security Administration (TSA).

Responsibilities (Essential Functions)

General responsibilities of the position include, but are not limited to the following tasks:

- Must be able to read and interpret ladder logic diagrams, electrical / mechanical schematics and architectural / engineering drawings.
- Must be proficient in the administration and maintenance of various security access control, video management and IP camera systems.
- This position is responsible for hardware such as: door controls, badge printers, fingerprint scanners, fiberoptic media converters, delayed egress push bar doors, badge readers, motion detector, magnetic locks, UPS battery backup units, network interface units, IP cameras, access control panels and power supplies.
- Must be able to design, install, terminate, test, label and document all copper and fiber optic communication links throughout the campus while adhering to best practices, industry standards, and manufacturer requirements.
- Must be familiar with all low voltage cabling specifications as it relates to CAT5, CAT5e, CAT6, twisted pair, fiber optics, ethernet, PoE, RS232 / RS485 communications.
- Aid in arranging network routers, switches, install support structures, including data racks, ladder racks, j-hooks throughout MDF and IDFs across the campus.
- Proactively anticipates problems, determines root cause and puts processes in place or refers problems to appropriate source to avoid them in the future.
- Performs self-study (reading, research, and practice) to obtain technical proficiency on required products and applications.

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- Relies on emerging technologies to resolve issues.
- Responsible for maintaining some confidential information.
- Responsible for any other duties as may be assigned from time to time by the Director of Information Technology.
- Serves as a member of an Airport Authority Information Technology department team.

Education Requirements

- College diploma or university degree in the field of electronics or mechanical controls and/or high school diploma with 5 years equivalent work experience.

Certifications

- Certifications in various access control, CCTV or video management systems.
- (BICSI) Building Industry Consulting Service International or ability to obtain within 18 months of hire date.

Experience Requirements

- Requires understanding of core and third-party security, access control products, software and systems.
- Proficient in using digital multi-meters, cable testers and reading wiring diagrams/schematics
- Maintains appropriate local and National Fire / Security Industry Certifications as directed.
- Working knowledge of the National Electrical Code (NEC) Standards and Electrical Codes and Building Industry Consulting Service International (BICSI) standards and best practices.
- Basic knowledge of Microsoft Server 2012 / 2016, SQL Server, Windows10, Microsoft Edge, Google Chrome and Layer 2 switching.
- Minimum of 5 years' experience installing and maintaining access control and CCTV systems.

Special Knowledge, Skills, and Abilities

- Excellent computer and communication skills.
- Excellent mechanical aptitude. Ability to operate hand and power tools
- Exhibits keen attention to detail.
- AutoCAD experience a plus
- This position requires skills in prioritization, organization, verbal communications and interpersonal relations, and the ability to manage multiple projects simultaneously.



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Supervisory Responsibility

- None at this time.

Licenses Required

- Valid North Carolina Driver's License

Latitude/Independent Judgment/Accuracy

- The Director of Information Technology establishes workflow for the position.
- Rarely receives instruction prior to completing standard work.
- Determines methods and procedures for new assignments.
- Exercises judgment within broadly defined practices and procedures.
- Decisions frequently require a high level of judgment and analysis of the appropriate course of action.
- Familiar with existing and new policies and procedures as they pertain to airport access control, video management and CCTV, including all security policies and directives.
- Diligence must be exercised when handling confidential information.
- Reasonable care for equipment/process will prevent injury/damage.
- Responsible for own work but must coordinate work with others.
- Works with other departments, such as Maintenance and Operations, to maintain equipment and support activities and duties that overlap.

Working Conditions

- Physical Demand – Exposed to heat, cold, rain and snow in a noisy environment. Must possess the ability to perform strenuous physical activities such as lifting heavy equipment, climbing, squatting, and crawling.
- Attentiveness to work procedure will reduce potential risk of injury in work areas.
- Will be subject to recall after normal duty hours or work in shifts as deemed necessary by Director of Information Technology.
- On call 24/7/365

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APPROVAL SIGNATURES:

Department Director

Date: _____

Director of Administration

Date: _____

Executive Director

Date: _____