

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 4133210

Electronic Equipment Engineer Security Systems, Grade 21

Brief Description of Class

Electronic Equipment Engineers Security Systems develop, implement, and maintain a detailed maintenance program relating to the sophisticated electronic equipment being utilized within security and life safety systems at Department of Corrections and Community Supervisions (DOCCS) facilities. Incumbents serve as liaisons with manufacturers and the Facilities Planning Division to resolve warranty issues and major technical problems; travel to facilities to troubleshoot and monitor maintenance procedures; interpret blueprints, schematic diagrams, operating guides, and technical literature in performing testing and repair tasks; operate a variety of machines, tools, and equipment related to the electronics trade including oscilloscopes, digital voltmeters, powerline monitors and recorders, test monitors, decibel meters, signal generators, frequency counters, printers, soldering equipment, wire wrap equipment, and small hand tools; and provide ongoing technical supervision and direct supervision during field work over lower-level technicians, such as Service & Repair Mechanics (Electronics), and Trades Specialists (Electrician).

Distinguishing Characteristics

Electronic Equipment Engineer Security Systems: full performance level/supervisory level; develops, implements, and maintains a detailed maintenance program relating to the sophisticated electronic equipment being utilized within security and life safety systems.

Illustrative Duties

Directs the detailed analysis of existing facility electronic systems to determine their capabilities, their effectiveness in meeting facility needs, their current physical condition; needed repairs, rehabilitation, or replacement; ongoing maintenance needs; and provides direction to facility staff in their operation, maintenance, and repair.

- Performs on-site reviews and analyses of existing electronic systems.

- Reads schematics and reviews equipment and system specifications to obtain a detailed knowledge of equipment currently being utilized, including those systems which contain several items of electronic equipment which are interconnected, but located at widely dispersed locations.
- Performs necessary tests to determine if defective components exist, directing the calibration, operation, maintenance, and repairs of a computer and microprocessor based measurement system.
- Performs microprocessor, computer programming, and software development for the integrated measurement system.
- Directs the repair or replacement of defective components, verifying proper system operation, and making necessary adjustments for the systems to operate within all system specifications.
- Maintains detailed records of repairs made, calibration work performed, and preventive maintenance performed.
- Develops a comprehensive preventative maintenance schedule for each electronic system and monitors facility adherence to the schedule.
- Maintains an up-to-date inventory of all equipment and spare parts available at facilities and Main Office.
- Initiates purchase requests as necessary.

Provides ongoing technical supervision and direct supervision during field work over lower-level technicians.

- Establishes priorities for all tasks and organizes work for the best use of time and equipment.
- Establishes general and specific maintenance procedures to be adhered to by facility staff.
- Establishes a comprehensive monitoring system for all possible system problems through which facility problems are to be brought to the incumbent's attention. Maintains ongoing communications with facility technical staff relative to the maintenance and repair of electronic systems, providing direction and technical expertise.
- Observes and inspects work in progress and completed work to ensure work is done properly.

Provides training to facility staff involved in the maintenance and repair of electronic equipment.

- Provides training in the use and care of appropriate tools, equipment, and instruments.
- Provides training in the proper practices and procedures to be utilized.
- Provides training in the interpretation of blueprints, schematic diagrams, operating guides and technical literature, and in appropriate troubleshooting procedures.
- Develops training manuals to be utilized by facility technical staff.
- Participates in factory in-house training and other training courses to learn about new procedures and equipment and incorporate the knowledge obtained into the facility staff training process.

Minimum Qualifications

Open Competitive: seven years of experience installing, troubleshooting, and maintaining electronic perimeter security systems including closed circuit television and infrared detection systems. One year of this experience must have been in a position with responsibility for supervising a subordinate technical staff in these activities. College study in electronics may be substituted for the general work experience on a year-for-year basis up to a maximum of four years.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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