

Specification for Class of

LIQUOR ELECTRONIC SECURITY TECHNICIAN 1

Abolished Effective June 1, 2005

Definition: Maintains, monitors, and utilizes computerized security systems and other electronic surveillance equipment to ensure the security of the Liquor Control Board, Seattle Distribution Center, and statewide retail outlets against fire, burglary and intrusions. Installs, maintains, repairs or replaces closed circuit TV's, monitors, VCR's and electronic alarms. Checks and verifies order discrepancies through videotapes.

Typical Work

Installs, maintains and repairs CCTV cameras; monitors VCR's, electronic door alarms and fire alarm systems for the Seattle Distribution Center and all liquor retail outlets statewide;

Monitors and operates two separate computer systems, one for intrusion and fire alarms for the warehouse and an alarm control station for all liquor store outlets for burglary or fire;

Monitors a large closed circuit television system to maintain surveillance over unauthorized entry, attempts of theft, vandalism, or pilferage, also monitors for outbreaks of fire and identifies safety hazards; monitors truck traffic and employee activities during shipping and receiving operations;

Operates and monitors the fire alarm system which consists of a central alarm panel which terminates in a computer terminal printer; each alarm must be acknowledged, investigated, and the appropriate corrective action must be taken;

Operates and monitors an intrusion alarm system consisting of a central alarm panel, ultrasonic motion detection sensors, and other electronic aids which terminate in the computer terminal printer; all alarms must be acknowledged and confirmed as to being valid emergencies or false alarms; proper emergency response must be initiated according to the type and nature of the emergency which was reported;

Monitors and operates a central Computer System used for all State Liquor Stores; any alarms must be acknowledged immediately and

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appropriate emergency procedures followed in the event of burglary or fire, i.e., Police, Fire Department, Aid Unit;

Operates a communications center for shipping and receiving operations using paging and intercom systems, two-way radios, and telephones;

Controls the entry of individuals and conducts exit inspections as required;

Identifies all malfunctions in the electronic systems and repairs or replaces defective components;

Maintains a written log record all activities and actions occurring in the facility;

Operates video cassette recorder (VCR) Recovery System, reviewing video tapes of out-bound shipments in order to resolve reported discrepancies in such;

Physically checks the facility for fire and safety hazards;

Checks the fire sprinkler system for proper air pressure and makes appropriate adjustments;

Cleans, adjusts, repairs, or replaces electronic equipment, i.e., cameras, cables, electronic switches on doors;

Inventories and loss control inspections of the warehouse;

Routinely closes the facility at the end of the working day as production permits followed by periodic checks to confirm the security status;

Accepts and assumes responsibility for the security of loaded trailers parked in the facility parking lot after normal working hours;

Accepts and records telephonic order changes to shipments;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: theory of operation of electronic signalling devices and video-scanning devices.

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Ability to: absorb instruction in operation of electrical and electronic signalling equipment; make minor adjustments; recognize and report defects.

Minimum Qualifications

One year of experience in operation and maintenance of electronic equipment.

One year of full-time training in electrical engineering or electronics may be substituted for the experience requirement.

New class: 12-15-72

Revised definition and title change (formerly Electronic Surveillance Technician): 6-28-93