

POSITION: SECURITY TECHNICIAN

BASIC FUNCTION OF POSITION

Conducts inspection, installation, maintenance and repair of unclassified technical security equipment and devices. Studies and makes recommendations for ways to improve the effectiveness of the security systems at U.S. Government posts in the U.S. Embassy Rangoon region including constituent posts.

MAJOR DUTIES AND RESPONSIBILITIES

Duties & Responsibilities: Duties and responsibilities include but are not limited to: (a) inspect, install, maintain and make recommendations for revision/improvement of the security equipment and devices at the U.S. Embassy, American Center, USAID, COM residential properties and other USG facilities in the region; (b) maintain and repair all closed circuit television and related equipment; (c) maintain walk through and hand held metal detectors; (d) perform installation, trouble shooting and repair of the intruder alarm devices at official as well as residential properties; (e) install, trouble shoot, maintain, upgrade public address systems; (f) maintain and repair security doors; (g) trouble shoot and repair traffic barricades/vehicle arrest system; (h) maintain end inventory of all the locking devices, power supplies and public address equipment; (i) keep records and ensure adequate stocks of all the components and spares for the repair of the above equipment; (j) perform any other duties as directed by the OIC/ESC to support the staff and/or overall technical security program.

% Of time = 20%

Performs inspection, installation maintenance and repair to forced entry/ballistic resistant doors and windows at the U.S. Embassy, American Center, residential properties and other USG facilities. Based on these inspections, makes recommendations to improve and/or revise technical security programs.

% Of time = 20%

Performs maintenance and repair of hard-line doors, viz. Power supplies, locking devices, rotten hinges and fire exit package.

% Of time = 15%

Performs planned preventive, predictive, corrective and breakdown maintenance of the hydraulic barrier and slide gates. Perform troubleshooting and repair to keep these operational at all times. Maintain records of maintenance schedules such as weekly, monthly, quarterly etc. and keep records of spare parts and expandable items required for the regular maintenance.

% Of time = 15%

Performs installation, commissioning, troubleshooting and maintenance of state of art CCTV equipment and devices. Program this equipment to meet the specific goals and objectives as mentioned in the ESSR or as directed by OIC/ESC.

% Of time = 10%

Performs troubleshooting, repair, upgrade and installation of Imminent Danger Notification System and Public Address system viz. master control unit, amplifiers, speakers and power supplies.

% Of time = 10%

Perform installation, calibration and maintenance of walk through metal detectors (WTMD).

% Of time = 5 %

Perform repair and maintenance of heavy-duty paper shredders of all make and models.

% Of time = 5 %

Performs any other duties as directed by the OIC/ESC to support the staff and/or overall technical security program. Coordinate closely with vendors/ contractors to enhance overall technical security, maintain close contacts with GSO technician and local contractors in performance of duties.