

## **POSITION DESCRIPTION**

### **Post Security Technician**

The U.S. Mission in Kuwait is seeking an eligible and qualified applicant for the position of Post Security Technician to work in the Engineering Services Office.

#### **BASIC FUNCTION OF THE POSITION:**

The incumbent conducts inspections, installation, maintenance and repair of security and life-saving equipment and devices; studies and makes recommendations on improving technical security at post. Ensures all security equipment outside Controlled Access Areas (CAA) including Regional Security equipment is fully operational.

#### **DUTIES INCLUDE:**

- Performs inspections, installations and maintenance of the security equipment and devices at U.S. Diplomatic facilities, tenant offices, and Residences under Chief of Mission authority. Based on these inspections, makes recommendations to improve technical security programs.
- Performs planned preventive, predictive, corrective and breakdown maintenance of the hydraulic barrier and slide gates. Identifies and repairs problems to keep the barriers operational. Records all maintenance and spare parts, and requests expendable parts in a timely manner. Troubleshoots and repairs the vehicle arrest systems, maintains maintenance schedule records. Maintains record of spare parts and expendable items required for regular maintenance.
- Installs, commissions, maintains and repairs closed-circuit television (CCTV) equipment. Programs equipment to meet specific objectives detailed in design plans or directed by the OIC of ESO.
- Maintains and repairs hard-line doors, including power supplies, locking devices, hinges and fire exit controllers.
- Installs, upgrades and repairs the Imminent Danger Notification System (IDNS) and public address system, including master control unit, amplifiers, speakers and power supplies.
- Installs, calibrates and maintains walk through metal detectors (WTMDs), X-Ray machines and itemisers.
- Repairs and maintains heavy-duty paper shredders and disintegrators.
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- Performs other duties as directed by the ESO or local RSO to support the overall technical security program. Coordinates with vendors or contractors to enhance overall technical security, maintains close contacts with General Services Office (GSO) technicians and local contractors in the performance of duties.