City of Portland Job Code: 30000769

CLASS SPECIFICATIONHome Security Specialist

FLSA Status: Non-exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs journey-level duties in the installation of locks and other security hardware at the residences of eligible senior citizens; educates and advises senior citizens on crime prevention and home security methods; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class perform journey-level duties installing locks and effective devices to secure private residences from forced entry. Duties include installing locks and other security devices, re-keying locks, reinforcing or replacing doors, and securing windows.

This class is distinguished from Senior Home Security Specialist in that the latter has administrative responsibilities for the program that include scheduling and coordinating the work of the unit, requisitioning and stocking parts, supplies and tools, maintaining the program's records, and carrying out the program's public education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

- 1. Surveys private residences and advises residents and owners of cost-effective home security devices and other crime-prevention techniques and programs.
- 2. Installs, re-keys and repairs deadbolt locking devices, reinforced strike boxes, and other related devices on exterior doors of eligible residences.
- 3. Secures first-floor windows of residences by drilling holes and installing pins; installs expanded metal mesh, pipe hangers and boards around basement windows; removes and replaces exterior doors on eligible residences.
- 4. Operates a variety of hand and power tools, including specialized locksmith tools and devices.
- 5. Reviews work orders and acquisitions necessary tools, parts and supplies.
- 6. Completes forms and writes reports on work, time and materials used.
- 7. Drives a vehicle to work sites.
- 8. Cleans and maintains tools.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Learn the basic methods, practices, techniques, tools and material used in the locksmith trade.
- 2. Basic methods, materials, tools and equipment used in the building construction and carpentry trades.
- 3. Applicable codes and regulations.
- 4. Basic recordkeeping methods and practices.
- 5. Computer applications pertaining to the work.
- 6. Basic supervisory and training practices and techniques.
- 7. Proper business communications.

Ability to:

- 1. Learn and apply basic crime prevention and home security methods and practices.
- 2. Understand and follow oral and written instructions.
- 3. Prepare and maintain records and reports.
- 4. Establish and maintain effective relationships with those encountered in the work, especially senior citizens.
- 5. Work independently with little direction.
- 6. Learn basic fire and building codes relating to ingress and regress points in a private residence.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and some experience in the general building trades; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

HOME SECURITY SPECIALIST Adopted: 08-21-79; Revised: 07-01-92

June 2009 - Change Job Class number from 7902 to 30000769, due to system change.