

CLASS SPECIFICATION
Senior Home Security Specialist

FLSA Status: Non-exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans coordinates, supervises and participates in the work of City staff and volunteers engaged in the installation of locks and other security hardware at the residences of eligible senior citizens; carries out the Police Bureau's public education element of the Seniors' Home Security Program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Home Security Specialist in that the incumbent 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. The incumbent has lead worker responsibilities for the unit. Duties and responsibilities are carried out independently, and the work of the unit is reviewed through inspection and analysis of records, reports and completed work orders.

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. Plans, coordinates, schedules and inspect the work of the program's staff.
2. Requisitions and maintains an inventory of locks, parts, tools and supplies.
3. Prepares and maintains a variety of records and reports pertaining to the program and completed work orders.
4. Consults with Police Bureau managers regarding program eligibility requirements and guidelines.
5. Represents the program with and makes presentations to community groups to explain the program and solicit participation by eligible senior citizens; makes educational presentations to community groups on home security matters; prepares program-related articles and news releases for publication.
6. Educates and coordinates the efforts of volunteers conducting security surveys and advising senior citizens on home security measures.
7. Surveys private residences and advises residents and owners of cost-effective home security devices and other crime-prevention techniques and programs.
8. Installs, re-keys and repairs deadbolt locking devices, reinforced strike boxes, and other related devices on exterior doors.

9. 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.
10. Operates a variety of hand and power tools, including specialized locksmith tools and devices.
11. Reviews work orders and acquisitions necessary tools, parts and supplies.
12. Completes forms and writes reports on work, time and materials used.
13. Drives a vehicle to work sites.
14. Cleans and maintains tools.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Proper 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. Basic methods, techniques and practices of crime prevention as related to home security.
4. Applicable codes and regulations.
5. Fire and building codes relating to ingress and egress points in a private residence.
6. Basic recordkeeping methods and practices.
7. Computer applications pertaining to the work.
8. Basic supervisory and training practices and techniques.
9. Proper business communications.

Ability to:

1. Understand and follow oral and written instructions.
2. Prepare and maintain records and reports.
3. Establish and maintain effective relationships with those encountered in the work, especially senior citizens.
4. Train others, including volunteers, in the work of the unit.
5. Work independently with little direction.

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 three years of journey-level experience as a locksmith; 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):

1256 SENIOR HOME SECURITY SPECIALIST. Adopted: 07-01-92

June 2009 - Change Job Class number from 7903 to 30000770, due to system change.