

EMPLOYMENT CLASSIFICATION: FULL-TIME
DEPARTMENT: SURVEILLANCE
FLSA CLASSIFICATION: NON-EXEMPT
REPORTS TO: TECHNICIANS MANAGER

POSITION OVERVIEW

Assist with ensuring surveillance infrastructure, equipment and network systems are operating consistently and effectively.

ESSENTIAL JOB FUNCTIONS

The information provided below encompasses the functions and capabilities linked with this position.

Duties and Responsibilities

The individual in this position is expected to engage in the following work-related activities.

- Monitor all surveillance equipment to ensure all camera feeds are working properly and recording, and cameras are clear, clean and focused for best coverage quality.
- Assist with maintaining, repairing, replacing, and logging all failed and/or malfunctioning digital equipment.
- Assist with installing and repairing cable infrastructure for analog, IP cameras, head end equipment, data wire and fiber optic cable wiring.
- Assist with programming and installing and testing new and existing cameras, and conducting tests to ensure specifications are met.
- Assist with troubleshooting PC hardware and software issues, including helping to install and/or add new equipment and software.
- Update records regarding equipment received, installed and removed.
- Other duties as assigned.

Skill Profile

The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.

- Demonstrate a high degree of accuracy and attention to detail in all tasks.
- Maintain working knowledge of surveillance equipment and applications in use, as well as gaming regulations, policies and procedures.
- Maintain working knowledge of best practices for surveillance system design and implementation.
- Ability to effectively communicate information and ideas, as well as compose clear, effective, and grammatically correct routine reports and business correspondence appropriate for the intended audience.
- Ability to comprehend and apply a common sense understanding of technical instructions provided in written, oral, and diagram form, including safety rules, operating and maintenance instructions, and procedural manuals.
- Excellent problem solving skills in the context of a variety of situations with multiple variables, both predictable and unpredictable.
- Ability to carry out advanced mathematical computations, including probability and statistical inference, fractions, percentages, ratios, and proportions.
- Ability to work in a professional manner in an environment with individuals from many different cultures and backgrounds.
- Ability to work both independently with minimum direction and as part of a team.
- Working knowledge of MS Office, including document creation and editing in Word, messaging and calendaring in Outlook, and performing routine tracking and basic computations in Excel.

Capability Requirements

The following capabilities are required to perform the essential functions of this position.

- Effectively communicate with others verbally and in writing, including by phone, e-mail, or in person.

- Understand, remember, communicate and apply routine and complex regulations, oral and/or written instructions and factual information.
- Stand and walk for extended periods of time, as well as climb stairs periodically, and stoop, kneel, crawl, and bend repeatedly.
- Exert up to 50 pounds of force occasionally and/or up to 35 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Possess full range of motion and utilize fine motor skills, including reaching above or below the shoulder, and having finger dexterity and the ability to twist hands or wrists repetitively.
- Perceive the nature of sounds at normal speaking levels, particularly but not exclusively voices, and make discriminations in sound.
- Sufficient vision to complete tasks requiring depth perception, color vision and ability to bring object into sharp focus both close and far away.
- Sufficient motor control to operate power tools and heavy duty equipment, such as scissor lift, fork lift, and hammer drills.
- Sufficient balance to climb ladders and work at high altitudes.
- Maintain sustained concentration and focus in a moderately noisy environment.
- Tolerate working in a confined space for prolonged periods of time with sustained exposure to loud noise and frequent exposure to vibrating equipment.
- Tolerate frequent exposure to extreme heat or cold, tobacco smoke, diesel, and dust.
- Frequent exposure to hazardous electrical environments, such as high voltage elevator rooms and electrical rooms.

Minimum Qualifications

The following are required of an employee in this position.

- One year experience and/or training in a similar position, or equivalent combination of education and experience.
- High school diploma or general education degree (GED).
- Heavy Equipment Operating Certifications for forklift, scissor lift, and boom lift.
- Current PGC Class "A" Gaming License.
- Ability to work evenings and nights occasionally.
- Ability to periodically travel locally, regionally, and nationally to trainings and other events.
- Requires passing background check, credit check, and drug screening upon hire.
- Must be age 21 or older.

ACKNOWLEDGEMENT OF EXPECTATIONS

I have read and understand the essential functions of this position, including the necessary capabilities, and can perform these with or without reasonable accommodation. I understand that I can request a reasonable accommodation, should one be necessary for me to carry out the essential functions of this position. I also acknowledge that the functions and capabilities for this position may change in the future, with or without notice. Additionally, I consent to the exclusive jurisdiction of the Pechanga Band of Luiseno Indians and the rules of its Gaming Commission.

Employee Name

Employee Signature

Date