PORT FREEPORT, TEXAS

Title: Physical Security Systems Specialist **Class Code: psit**
Pay Grade: 120

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

General Description

The Physical Security Systems Specialist coordinates and supports the Port's electronic physical security systems and supporting low-voltage infrastructure, including video surveillance, access control, intercoms, and gate controls. The position serves as the Port's technical representative on security-system projects performed by contractors and integrators, from site survey and scope through commissioning and closeout, and handles day-to-day maintenance, troubleshooting, and smaller installations directly.

The position works with the Director of Information Technology, System Administrator, Protective Services, Operations, Engineering, tenants, and vendors to keep these systems reliable, well documented, and suited to the Port's industrial coastal environment.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Project and Vendor Coordination

- Serve as the Port's primary point of contact for security integrators, low-voltage contractors, and manufacturers; coordinate site access, scheduling, outages, and communication with affected departments.
- Conduct site surveys and develop project scopes, equipment lists, schedules, and cost estimates for the Director of Information Technology.
- Review vendor proposals, submittals, drawings, and equipment selections for completeness, compatibility, and consistency with Port standards.

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- Manage projects through installation: track progress and open issues, verify workmanship and scope compliance, lead testing and commissioning, and develop punch lists through final acceptance.
- Collect and verify closeout documentation, including as-built drawings, test records, warranties, licenses, and configuration records.

Systems Support and Maintenance

- Install, configure, maintain, and troubleshoot IP cameras, access-control hardware, intercoms, gate controls, and related field devices and power.
- Set up and configure new devices in the Port's video management and access-control platforms, including camera views and recording profiles, door and reader configuration, access levels and schedules, and alert rules.
- Perform preventive maintenance and system-health inspections; repair or replace failed devices, power supplies, field switches, cabling, and surge protection.
- Install, terminate, test, and label copper cabling and field enclosures using sound practices for grounding, surge protection, and weatherproofing in coastal industrial conditions; assist in coordinating large-scale cabling and fiber work with contractors.
- Assist authorized personnel with video searches, retrieval, and evidence exports.
- Escalate server, storage, network, and authentication issues to IT.

Documentation and Planning

- Maintain accurate inventories, device locations, IP addresses, switch-port assignments, camera maps, firmware and warranty records, and maintenance histories.
- Maintain consistent standards for device naming, labeling, enclosure organization, and spare parts.
- Identify equipment approaching end of life or end of support and provide replacement recommendations and cost estimates.
- Prioritize service requests, preventive maintenance, and project work independently; communicate significant risks, outages, and resource needs.
- Participate in occasional after-hours maintenance, cutovers, and emergency repairs.
- Perform other related duties as assigned.

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Additional Duties:

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

People includes co-workers, workers in other areas or agencies and the general public.

Provides information, guidance or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of assigned areas of responsibilities; handling supplies of high value consistent with the operation of a small division or department.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

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Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas and volumes and/or computes discounts and interest rates.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems such as assembly instruction for tools, routine office equipment operating instructions and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks in compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsibilities include providing assistance in developing policies and practices.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

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Property Damage & loss of life – **Serious**
Data loss – **Serious**
Exposure to legal liability – Moderate
Brand loss - Minor
Economic loss – Moderate

Physical Demands:

Physical Demands refers to the requirements for physical exertion and coordination of limb and body movement.

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and exerting between 20 to 50 pounds of force on a regular and recurring basis.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Supervises the handling/use of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Extreme heat and/or cold; Wet or humid conditions;
Extreme noise levels, Animals/wildlife;
Traffic; Moving machinery.
Heights

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. ***(Does not include safety of subordinates).***

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Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires High School graduation or GED equivalent with a preference for an Associate degree or technical certificate in electronics, information technology, electrical systems, security systems, or a related field.

Requires three years of experience installing, maintaining, or commissioning commercial or industrial electronic security systems.

Hands-on experience with IP video surveillance, video management systems, electronic access control, and low-voltage field infrastructure.

Experience installing, terminating, and testing structured copper cabling in outdoor or industrial settings.

Experience coordinating contractors or vendors on security-system installations or upgrades, including scopes, estimates, testing, and closeout.

Ability to read drawings, wiring diagrams, and manufacturer documentation, and to use hand and power tools, cable testers, multimeters, ladders, and lifts.

Preferred experience with gate operators, intercoms, license-plate recognition, thermal cameras, video analytics, or perimeter-detection systems.

Preferred experience in port, marine, petrochemical, utility, or other critical-infrastructure environments.

Special Certifications and Licenses:

Preferred certification with Axis network cameras and Milestone video management software.
Valid TX State driver's license.
Valid TWIC certification.

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Americans with Disabilities Act Compliance

Port Freeport is an Equal Opportunity Employer. The ADA requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane or other emergency situation and are expected to perform emergency service duties, as assigned.

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Organization-wide Employee Responsibilities

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

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