



Picayune Rancheria of the Chukchansi Indians

Tribal Gaming Commission



POSITION DESCRIPTION – SURVEILLANCE TECHNICIAN MANAGER

Reports To: Executive Director

Department: Surveillance

Status: Non-Exempt

Salary Range: DOE

SUMMARY AND SCOPE:

The Surveillance Technician Manager installs and conducts maintenance of Surveillance equipment, as well as troubleshoots and repairs equipment in a timely manner. Responsible for all Surveillance projects requiring the installation of Cameras or CCTV related equipment. Supervises Surveillance Technicians.

PRIMARY RESPONSIBILITIES:

- Responsible for the upkeep of all CCTV equipment.
- Provides annual estimates of all potential Surveillance repairs, and additional Surveillance equipment needed for future budget preparations.
- Provides quotes of all Surveillance equipment needed, including detailed project breakdowns of man hours. Responsible for outside quotes on projected cost for outside party installations.
- Keeps inventory of all Surveillance items on hand and supplies a detailed list of all monthly orders to Surveillance Management.
- Responsible for record keepings of all equipment malfunctions and all items sent for repairs.
- Supervises and directs Surveillance Technicians to ensure that all tasks are completed on time and all workload is distributed. Handles all scheduling of the Technicians and updates schedules.
- Routinely inspects power supply and wiring to all surveillance equipment on property, identifying and correcting any potential problems.
- Consults with management and vendors on equipment needed for Surveillance operations.
- Required to be on call for any immediate issues dealing with CCTV equipment essential to the Surveillance Operations, in which Surveillance Management deems immediate.
- Maintains accurate logging within the Surveillance Database of all Work requested submitted by Surveillance Personnel.
- Ensure the compliance of M.I.C.S. Requirements with regards to Surveillance Equipment.
- Installs and maintains all closed circuit television cameras, VCRs, expansion equipment, and related wiring on property.
- Repairs damaged or malfunctioning equipment.
- Maintains and programs computer-controlled matrix switch supporting the monitors and cameras.
- Prepares temporary surveillance coverage as needed.
- Perform other duties as assigned by Surveillance Manager/Assistant.

MINIMUM QUALIFICATIONS:

- A high school diploma or high school equivalency diploma. An Associates degree from a two-year college or university is preferred.
- Three years of experience maintaining a digital Surveillance system required, PELCO certified.
- Equivalent combination of experience, training, or education may substitute for college education.
- Knowledge of and experience with, closed circuit television equipment
- Familiarity with PELCO Video Expert or higher switch.Exceptional interpersonal and communication skills
- Knowledge of camera installations and programming of such equipment.

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Resume
- If claiming Tribal Preference, please provide proof of Tribal Identification

- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.

- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Employee Signature)

(Date)

(Human Resources Representative Signature)

(Date)