



Ho-Chunk Nation

Job Description



TITLE: Surveillance CCTV Technician		JOB CODE: SURN
Government – Employee	EEO: 3	PAY GRADE: 9
Non-Exempt	Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Surveillance CCTV Technician will document and service all systems and equipment utilized by the Surveillance Division at multiple locations. Maintain the integrity of the surveillance systems and equipment to insure that the Surveillance Division is not compromised. Shall establish and implement a preventive maintenance program designed to reduce system failures.

Note: This job description is intended to describe the general nature and level of work to be performed by the assigned person. It is not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. MUST MAINTAIN STRICT CONFIDENTIALITY.
2. Follow daily policies and procedures implemented by the Surveillance Director and the Ho-Chunk Nation.
3. Operate different types of surveillance equipment on a daily basis.
4. Knowledge of conduit systems and shall perform cable runs quarterly throughout the gaming facility.
5. Must adhere daily to OSHA guidelines for a safe work environment.
6. Trouble shoot digital and analog components on a weekly basis.
7. Responsible daily for surveillance confidentiality in camera placements as ordered by the Surveillance Director and will work with the Surveillance Investigators in certain instances regarding camera placement and other video needs of the department.
8. Perform equipment checks daily.
9. Evaluate equipment needs and recommend orders monthly as needed.
10. Coordinate and conduct training with surveillance agents in the operations and the proper use/maintenance of surveillance equipment.
11. Perform the installation of both fixed and pan/tilt/zoom cameras.
12. Organize maintenance and repair of the different types of video equipment on a daily basis.
13. Organize maintenance files for all equipment and maintain inventory of usable and no-usable video equipment.
14. Report to the Gaming Commission Administrator and the Gaming Commission concerning the status of equipment and perform preventative maintenance of video equipment.
15. Perform other duties as assigned by supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor - See Organizational Chart
Leadership Accountability	None

Supervisory Accountability	None
Organizational Accountability	Daily maintenance, job duties and projects pertaining to the position
Financial Accountability	None
Customer Accountability	Interacts with other departmental entities and vendors.
Employee Accountability	Operates with significant independence, subject to general input from supervisors, subject to regular review by supervisor.

MINIMUM QUALIFICATIONS

EDUCATION:

1. High School diploma or equivalent.
2. Any applicable certification as they relate to Surveillance equipment.
3. Ability to obtain and maintain lift certification.

ESSENTIAL:

1. Subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be able to obtain a Gaming License.
3. Possession of working vehicle, valid driver's license and proper insurance.

EXPERIENCE:

1. One (1) year working knowledge/experience in the video technician field preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Must possess time management, and planning skills
2. Ability to work independently and in a team environment.
3. Ability to keep records, reports and files.
4. Maintain inventory control of CCTV equipment.
5. Ability to obtain knowledge of different types of surveillance and security equipment.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Must have eyesight correctable to 20/20 with no color blindness.
2. Must be able to work flexible hours as required by the Surveillance Division.
3. Be on-call as needed.
4. Be able to work in a smoke filled environment (gaming floor).
5. Must be physically able to work at heights in excess of 10 feet.
6. Confines spaces.
7. Manual labor.
8. Office setting environment.
9. Must be able to work in a high stress environment.
10. Travel will be required to fulfill effectively above job description functions.
11. Evenings, weekends and/or holidays will be required to fulfill effectively above job description functions.

KEY POSITION