Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

MDC Security Electronic Technician II

JOB CODE	JOB FAMILY	PROFILE
JCV618	**Trades, Crafts and Other Skilled Work**	**MDC Security Electronic Technician II**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**April 10, 2026**

The MDC Security Electronic Technician II, under general direction, leads lower level MDC Security Electronic Technicians on the installs, tests, maintainance and repairs of electronic, computer, electrical, fire protection, CCTV and mechanical systems. Plans and implements preventive maintenance schedules for assigned equipment; and to perform a variety of technical tasks relative to assigned area of responsibility.

Job Description

DUTIES AND RESPONSIBILITIES

- Functions as the Lead position of the MDC Security Electronic Technicians.
- Installs, maintains, tests, diagnoses, repairs, calibrates, and adjusts electronic or mechanical equipment, and plans and implements preventive maintenance schedules for assigned equipment, to include software installation and programming.
- Performs complex and technical duties in relation to high voltage equipment to include door controls, jail systems for doors, gate controls, electronic fences, intercoms, digital cameras, fire alarms, intercoms, duress systems and assists with programming vacuum controls for the master control vacuum waste.
- Maintains fire systems, lighting controls, PLC’s logic controller and the plumbing control controllers.
- Maintains, repairs, and upgrades card access system and card readers and control for the doors as well as maintenance of HML computers in Master Control which connect with logic controllers and the rest of the door controls.

- Works with equipment and gear for high voltage to include 12,470 voltages which are considered high voltage.
- Performs diagnostic testing on equipment to be repaired using electronic equipment, troubleshoots problem, determines repairs to be performed, makes recommendations to supervisor if repair is not cost effective or cost efficient.
- Ensures smoke detectors are cleaned on a regular basis.
- Removes, installs, repairs, cleans, and modifies fire alarm systems including the inter-relationship of automatic door and HVAC return fans and smoke detectors, CCTV and mechanical systems to include inspection of assigned equipment.
- Plans new or modified installations consistent with standard specifications and local electrical codes.
- Tests continuity of circuits to ensure electrical compatibility and safety of all components.
- Designs, fabricates, and welds special brackets and hangers for equipment as required.
- Maintains a test bench and associated equipment; assumes responsibility for maintaining appropriate supplies and supplies resources for timely repair of equipment; orders, receives, inspects, inventories, and stocks repair parts, diagnostic equipment, and tools.
- Reads plans and blueprints in order to identify location of issues and where the conduit run.
- Repairs and maintains telephone and other communications systems including those used for computerized central control devices.
- Prepares service orders to document repair history of equipment; prepares and maintains records of work performed; submits reports as requested.
- Read blueprints, sketches, and diagrams and/or receives verbal instructions for the layout of electronic and mechanical systems; assists in preparation of specifications for electronic systems and equipment.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Eight (8) years of experience working in the area of duties mentioned above.
- Knowledge of the safe operation and basic maintenance of a wide variety of hand tools and small power tools.
- Knowledge of accepted principles and practices of electrical systems, electricity and electrical equipment.
- Ability to exercise judgment, evaluate a problem area, and to use initiative in reaching a solution.
- Ability to communicate well with others.
- Ability to carry out the safety rules and policies established by the department.
- Ability to communicate in both oral and written English.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- A majority of duties are performed indoors.
- Indoor duties are performed in a temperature-controlled environment; however, worker is exposed to natural weather conditions while working outdoors.
- Outdoor surfaces include natural ground, concrete, asphalt, ramps, stairs, or decks.
- Work hazards or potential work hazards include exposure to dangerous situations involving high voltage, adverse weather conditions and other mechanical hazards, hazards associated with working at heights.
- Worker is exposed to snow, wind, possible lightning, and extreme cold and heat.
- Worker is exposed to high voltage during inspections, safety checks, maintenance, and repair when the wire must remain "hot." Worker must follow safety procedures while working on "hot" wires.
- Work may include those of a correctional facility environment with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee handles writing utensils, various paperwork, files and reports in the documentation of work.
- Employee operates a county vehicle.
- Employee utilizes various hand tools, voltmeter, ohmmeter, and other test instruments.
- Employee handles ladders, scaffolds, drills, hand tools, pipe benders, saws, fish tape and fuse pullers.
- Employee operates two-way radio, utilizes beeper, and safety equipment, including glasses, safety shoes, hard hats, back support belts, vests, fire extinguishers, first aid kits and electrical gloves.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.