



## **Notice of Job Vacancy #26-084**

**Posting Date:** April 9, 2026

**Position:** Security & Audio/Visual Technician serving Berkeley County Schools Department of Information Technology

**Employment Term:** Full-time/261 days

**Salary:** Based upon the [EPIC FY'26 Professional Pay Scale](#) with verified education and experience

### **Qualifications:**

- Minimum high school diploma, GED or equivalent required; associates degree and/or low voltage license preferred
- Minimum five years' experience in the electronic security trade with knowledge of a variety of security, CCTV, fire, access systems and audio/visual equipment
- Must be able to safely operate a motor vehicle and possess a valid driver's license
- Technology Background, including ability to utilize programs including the Microsoft Office suite, county work order system, and understanding of networking and security design
- Excellent communication skills

**Position Overview:** This position is responsible for system maintenance, diagnosing equipment problems, and making repairs to equipment and inventory including but not limited to access control, CCTV, security, alarm & audio/visual systems. This position is responsible for administrative support of district meetings and events, and support of network infrastructure and security initiatives. This position will be actively involved in district technology initiative planning, implementation, and budgeting involving all administrative offices and school locations. This position will be directly involved with school-based administration and technology support personnel and expected to participate with teams for technology-related projects of school-based and county-wide personnel and/or outside vendors.

### **Duties & Responsibilities:**

- Diagnoses security equipment problems using reference materials and computer software; replaces defective components, including replacing batteries and mechanical locking systems; diagnoses and repairs security and fire system trouble signals; installs and troubleshoots access control systems; installs and troubleshoots public announcement systems.
- Performs service and repair of alarm systems; tests equipment using volt ohm meters, amp/volt testers, computers, and watt meters.
- Understands security systems projects and coordinates work with designated subcontractors in the performance of the installations ensuring the work is done to Berkeley County Schools (BCS) Specifications.
- Trains employees on the use of equipment and security systems.
- Maintains district audio/visual equipment and presentation/display hardware in auditoriums, conference/collaboration areas, and classrooms.
- Maintains a thorough knowledge of the organization and adheres to all organizational standards.
- Manages and maintains Windows, Microsoft Office Suite, Apple, Android, Google, Geovision, Verkada and Wisenet environments.
- Assists staff in understanding and using technology; conducts regular staff technology

- presentations and training; assists with technology for administrative meetings.
- Assists with audio visual support for school board meetings and district events.
  - Presents and implements technological alternatives to streamline functions and improve productivity within existing buildings and planning/construction of new buildings.
  - Complete and document repairs using current work order system.
  - Participates in committees, task forces, workgroups, technology meetings, and user groups that may require occasional travel.
  - Respects and maintains confidentiality of organization, project, fiscal and personnel and student related information.
  - The ability to work as part of a team.
  - Assists in other duties as needed and directed.

**Technology Skills:** To perform this job successfully the following technology proficiencies and platform knowledge will be required: 1to1Plus, Extreme Networks, Statseeker, Microsoft Office Suite, security/surveillance camera systems including Verkada, Hanwha, Geovision, badge readers, fire alarm panels, and audio/visual software & hardware. Advanced understanding of network design, security, and VoIP phone systems. To perform this job successfully, candidates must also possess a willingness to learn new platforms and systems as implemented to support Berkeley County Schools' initiatives.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Constantly required to operate standard office equipment as well as hand and power tools
- Constantly required to reposition self in a variety of positions to access equipment and cabling
- Constantly required to use visual acuity to observe, inspect, and analyze equipment, monitors, and screens
- Constantly required to work in changing conditions both indoors and out
- Frequently required to walk throughout work areas
- Frequently required to move equipment up to 50 pounds throughout buildings and work sites
- Frequently required to ascend/descend ladders to access equipment
- Frequently required to enter confined spaces including closets and attics
- Frequently required to work at heights, utilizing scaffold and lift equipment
- Frequently required to communicate with staff and contractors demonstrating the ability to accurately exchange information

**Work Environment:** The work environment described here is representative of that which an employee encounters while performing the essential functions of this job.

- This position is frequently conducted indoors and outdoors, with occasional exposure to heat/cold and inclement weather.
- Employee is occasionally exposed to moving mechanical parts, fumes, and airborne particles.
- Employee is occasionally required to enter close quarters.
- Employee is occasionally exposed to vibration and risk of electrical shock.
- The noise level in the work environment is generally loud.

**A valid driver's license is required**

**Reports To:** BCS Executive Director of Information Technology; EPIC Administrator

**Conditions of Employment:** Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: Immediately following the onboarding process.

Application Process: You may submit your application one of two ways:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

**Hard copy EPIC application** can be found by [clicking on this link](#). Once completed, you may submit it along with your credentials to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

Fax to 304-267-3599 Attention: Human Resources

**This posting will remain open until May 1, 2026.**

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.