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## Auburn University Job Description

Job Title: **Mechanical Access Tech I**

Job Family: No Family

Job Code: **AF01**

Grade ST07 \$29,700 - \$40,100

FLSA status: Non-exempt

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### Job Summary

Under direct supervision, performs basic level maintenance on mechanical access control systems throughout the University. Responsible for the installation, repair, and modification of all mechanical access and locking system components along with associated door hardware including, but not limited to, door closers, exit devices, cores, and keys.

### Essential Functions

1. Assists with gaining access to malfunctioning locks using locksmith tools and skills while ensuring minimal property damage. Removes broken keys and foreign objects from locks, lubricates and tests locks as required.
2. Performs routine selection of key and core blanks; fabricates keys and cores to code; and tests, installs, adds to inventory, or processes keys or cores for issue.
3. Assists with installing, troubleshooting, repairing, modifying, and maintaining door closing devices, electromechanical hardware, various locking devices, and exit and panic devices. Identifies correct function, model, and trim for installation or replacement.
4. Performs at a novice level understanding of master keying systems. Assists in maintaining key control records of cores, keys, codes, combinations, and locations.
5. May be responsible for meeting and maintaining training and certification requirements as outlined by the Auburn University Facilities Management Policy: "Training, Education, and Certification Requirements for Mechanical and Electrical Trades Personnel."
6. May be required to serve in an on-call status and remain work-ready when scheduled for an on-call period or rotation. Work-ready status requires an employee to return to the worksite within forty-five minutes while being physically and mentally unimpaired and fit for duty, able to safely perform all essential job functions with no risk to self, coworkers, students, public, or property.
7. May perform other related duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High school diploma or equivalent
<b>Experience (yrs.)</b>	1	Minimum: One (1) years' experience of mechanical or electro-mechanical maintenance/installation and hand tool use. Preferred: One (1) years' experience of door hardware/lock installation and maintenance. Locksmith experience.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Basic knowledge regarding the maintenance, troubleshooting, and installation of mechanical access control systems including associated locking systems, door hardware, and master keying systems.

Ability to learn and become operational within required database programs.

Ability to progress in the field and adapt to technology advancements.

Ability to read and understand blueprints.

Ability to prioritize and plan tasks to meet project deadlines.

#### **Certification or Licensure Requirements**

Valid Driver's License

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires .

Ability to see information in print and/or electronically

Date: 6/30/2021

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