



JOB INFORMATION

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|-------------------------|----------------------------|
| Job Code | AF02 |
| Job Description Title | Tech II, Mechanical Access |
| Pay Grade | ST10 |
| Range Minimum | \$38,280 |
| 33rd % | \$43,380 |
| Range Midpoint | \$45,940 |
| 67th % | \$48,490 |
| Range Maximum | \$53,590 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 6/30/2021 |

JOB FAMILY AND FUNCTION

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|---------------|-----------------------------|
| Job Family: | Production & Skilled Trades |
| Job Function: | Access Control |

JOB SUMMARY

Under general supervision, performs a variety of skilled and technical 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.

RESPONSIBILITIES

- Gains access to malfunctioning locks using locksmith tools, experience, and skills while ensuring minimal property damage. Removes broken keys and foreign objects from locks, lubricates and tests locks as required. Identifies points of failure or systemic issues and resolves for future integrity.
- Performs routine and complex 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. Researches correct key and core marks, cuts, and pin segments using master keying system databases.
- Installs, troubleshoots, repairs, modifies, and maintains door closing devices, electromechanical hardware, various locking devices, and exit and panic devices. Identifies correct function, model, and trim for installation or replacement.
- Prepares doors for hardware installation to include drilling, boring, and chiseling. Removes mechanical and electromechanical hardware for replacement or modification and enforces University and sole sourcing standards for hardware usage.
- Performs at an intermediate level understanding of master keying systems. Maintains key control records of cores, keys, codes, combinations, and locations.
- 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.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|--|---------------------------------|--|---------------------|--|----|
| High School | diploma or equivalent required. | | 3 years of | Three (3) years' experience of installing and maintaining mechanical and electromechanical door hardware and components. Internal candidates may be required to provide training and certification requirements as outlined by the Auburn University Facilities Management Policy for some positions. | Or |
| Some college; vocational or Associate's Degree | | | 2 years of | Experience must include at least 2 years performing at the preceding level or equivalent. Internal candidates may be required to provide training and certification requirements as outlined by the Auburn University Facilities Management Policy for some positions. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|--|--|
| Intermediate knowledge of the maintenance and installation of various mechanical access control systems, including associated locking systems and door hardware. | |
| Intermediate knowledge of master keying systems. | |
| Knowledge of the NFPA 101 Life Safety Code and the Americans with Disabilities Act (ADA). | |
| Ability to progress in the field and adapt to technology advancements. | |
| Ability to read and understand blueprints. | |
| Ability to prioritize, plan, and oversee tasks to meet project deadlines. | |
| Ability to effectively train others. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|--|--------------------------------|------------|------------------|-----|
| DL NUMBER - Driver License, Valid and in State | "Any State" | Upon Hire | Required | And |
| Licensed Locksmith | | Upon Hire | Required | |

PHYSICAL DEMANDS & WORKING CONDITIONS

| | |
|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|------------|
| Standing | | | | | X | |
| Walking | | | | | X | |
| Sitting | | | | X | | |
| Lifting | | | | X | | 50-100 lbs |
| Climbing | | | | | X | |
| Stooping/ Kneeling/ Crouching | | | | | X | |
| Reaching | | | | | X | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | | X | |
| Extreme heat | | | | X | |
| Humidity | | | | X | |
| Wet | | | | X | |
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

Vision Requirements:

Ability to see information in print and/or electronically.