
Auburn University Job Description

Job Title: **Tech I, Electronic Access**

Job Family: No Family

Job Code: **AF04**

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

FLSA status: Non-exempt

Job Summary

Under direct supervision, performs basic level maintenance of electronic access control systems, intrusion systems, and door hardware throughout the University. Responsible for the installation, repair, and modification of all electronic access system components along with associated networks, databases, and programs.

Essential Functions

1. Assists with installing, troubleshooting, maintaining, and programming various access control system readers, electro-mechanical locking devices, Keyring control systems and components, intrusion systems and supportive hardware, ADA assistive systems, and low voltage devices.
2. Inputs data into appropriate databases and software systems and maintains accurate entries to track work-flow, completion status, description, and time keeping.
3. Frequently communicates with faculty, staff, students, and visitors to address access needs, maintenance requests, and questions.
4. 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."
5. 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.
6. 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>
Education	High School	High school diploma or equivalent
Experience (yrs.)	1	Minimum: One (1) year experience of electrical or electro-mechanical maintenance and hand tool use. Preferred: Experience in access control or intrusion systems installation and maintenance.

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

Working knowledge of electronic access control systems.
Basic electronic and mechanical skills.
Ability to progress in the field and adapt to technology advancements.

Certification or Licensure Requirements

Valid driver's license

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 25 pounds.

Job occasionally requires and lifting up to 100 pounds.

Ability to see information in print and/or electronically

Date: 6/30/2021
