
Auburn University Job Description

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

Job Family: No Family

Job Code: **AF05**

Grade 31: \$31,300 - \$52,100

FLSA status: Non-exempt

Job Summary

Under general supervision, performs a variety of skilled and technical 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. Installs, troubleshoots, modifies, and programs various access control system readers, electro-mechanical locking devices, Keyring control systems/components, intrusion systems and supportive hardware, ADA assistive systems, and low voltage devices.
2. Identifies system and hardware deficiencies or potential advancements for a variety of access control system readers of various credentials including, but not limited to, card swipe, proximity, RFID, biometrics, and supportive hardware.
3. Maintains and updates Keyring control system databases for keys and users. Retrieves misplaced or malfunctioning keys.
4. Inputs data into appropriate databases and software systems and maintains accurate entries to track work-flow, completion status, description, and time keeping. Reviews and evaluates various reports for accuracy and completeness.
5. Frequently communicates with faculty, staff, students, and visitors to address access needs, maintenance, and questions. Provides updates to supervision and clients regarding work statuses, delays, or completions.
6. 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."
7. 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.
8. 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.)	3	Three (3) years' experience of access control or intrusion systems installation and maintenance. Experience must include at least 2 years performing at the preceding level or equivalent.

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

Intermediate knowledge of electronic access control systems, concepts, practices, and procedures and the ability to use them in varied, complex, and/or non-routine situations.

Intermediate skills in technical installments and replacements of electronic access systems and components; intrusion systems; door hardware; and related networks, databases, and programs.

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

Ability to read and understand blueprints.

Ability to prioritize tasks to meet project deadlines.

Ability to identify system/hardware deficiencies or potential advancements.

Certification or Licensure Requirements

Valid driver's license, Lenel Associates Certification, and AESBL Electronic Access Control Installer or state equivalent.*

*If an AESBL equivalent license is registered in another state, an Alabama license must be obtained in the first 6 months of employment.

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, 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

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Date: 6/30/2021

