
Auburn University Job Description

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

Job Family: No Family

Job Code: **AF06**

Grade 32: \$35,000 - \$58,400

FLSA status: Non-exempt

Job Summary

Under minimal 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 project design, scheduling, 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. Designs, upgrades, and enforces University policies and procedures for all access systems and processes. Identifies system and hardware deficiencies or potential advancements for all related systems and components.
3. Performs system design and project management with various clients requiring Keyring control systems. Maintains and updates control system databases and retrieves misplaced or malfunctioning keys.
4. Responsible for enforcing data integrity for all assigned software systems and databases. Reviews and evaluates various reports for accuracy and completeness.
5. Frequently communicates with faculty, staff, students, and visitors to address access needs, maintenance requests, and questions. Provides updates to supervision and clients regarding work statuses, delays, or completions. Participates in projects and cross-functional activities related to access control and intrusion systems.
6. Prioritizes work assignments and leads work crew to complete tasks. Provides on-the-job training for other specialists as needed.
7. 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."
8. Maybe 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.
9. May perform other related duties as assigned

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	Some college; vocational or Associate's Degree	Vocational or Associate's Degree in related fields
Experience (yrs.)	5	Minimum: Five (5) 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." Preferred: Advanced systems programming and troubleshooting.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Advanced knowledge of electronic access control systems, theories, concepts, and practices and the ability to use them in varied, complex, difficult and/or unprecedented situations.

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

Knowledge of project design.

Ability to 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.

Ability to effectively train and lead others.

Ability to think strategically and assist management with the implementation of new technologies and hardware.

Ability to provide input in the design of electronic access systems and components.

Certification or Licensure Requirements

Valid drivers' license, Lenel Associates Certification, and AESBL - Access Control Qualifying Agent 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;

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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
