
Auburn University Job Description

Job Title: **Asst Supv, Access Control**

Job Family: No Family

Job Code: **AF09**

Grade 33: \$39,300 - \$65,500

FLSA status: Non-exempt

Job Summary

Reporting to the Supervisor, Access Control, this position assists in the daily supervision of assigned Access Control personnel and supports the execution of projects, installations, modifications, and repairs for mechanical and/or electrical access control systems and hardware throughout the entire university.

Essential Functions

1. Supports the coordination of the daily work and responsibilities of Access Control personnel by reviewing tasks and schedules, inspecting job sites, and ensuring that quality work is completed in a safe and timely manner.
2. Assists in planning job requirements and coordinating with other facility shops, departments, and/or outside contractors to ensure the appropriate support for each job. Assists in the communication with stakeholders to provide updates, answer questions, resolve issues, and ensure the efficient completion of projects and jobs.
3. Assists in planning and overseeing the training and certification of all staff. Participates in the recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. May assist in resolving employee relations issues.
4. Maintains records of work activities, time, supplies, and equipment to ensure the completeness and integrity of shop data. Researches and orders materials for maintenance work, projects, office, and training.
5. Reviews and provides input for Access Control project requirements, operating instructions, and shop-related procedures. Helps ensure that all work performed complies with applicable federal regulations, contract requirements, University standards, and organizational goals.
6. May respond to and investigate reported campus security violations related to the failure or breakage of locking systems, including after-hours response to emergency calls.
7. May install, maintain, or modify mechanical locking devices and attached structures such as cylindrical, mortise, deadbolt, padlocks, combination locks, exit devices, and more.
8. May install, maintain, or modify electronic access control systems including, but not limited to, automatic door open and close assemblies, circuit boards, card access systems, and more.
9. In coordination with the Supervisor, may provide input and assistance with the budget for Access Control.
10. 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.
11. May perform other related duties as assigned by the Access Control Supervisor.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	Some college; vocational or Associate's Degree in related fields
Experience (yrs.)	6	Six (6) years' experience in locksmithing and/or access control.

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 locksmithing to include a variety of mechanical and electromechanical locking systems, door hardware, and master keying systems OR advanced understanding of the system capabilities and practices of electronic access control systems and related networks, databases, and programs.

Basic knowledge of access control project design.

Ability to effectively train, lead, and supervise others.

Ability to read and understand blue prints.

Ability to supervise, prioritize, and plan tasks to meet project deadlines.

Ability to identify system/hardware deficiencies and potential advancements.

Ability to think strategically and recommend new technologies and hardware.

Ability to provide input on mechanical or electrical access designs and components.

Certification or Licensure Requirements

Valid driver's license required. Certified Licensed Locksmith (CLL) and Lenel Associates Certification within first 9 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, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands.

Ability to see information in print and/or electronically

Auburn University Job Description

Date: 6/30/2021

