
Auburn University Job Description

Job Title:	Supv, Access Control	Job Family:	No Family
Job Code:	AF10	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Reporting to the Manager of Facilities Shops Maintenance, the Supervisor, Access Control is responsible for the supervision of all Access Control personnel as well as the execution of projects, installations, modifications, and repairs for access control systems and hardware throughout the entire university.

Essential Functions

1. Serves as a subject matter expert in all aspects of Access Control including, but not limited to, key management, locks and locking devices, access control system readers, electro-mechanical locking devices, and program system controllers.
2. Assists in the development of procedures and operating instructions for safe, accurate, and quality work performance and status reporting. Regularly meets with AU leadership, Campus Safety, and Facilities Directors to plan and implement access safety and security policies and procedures.
3. Coordinates with other facility shops, departments, and/or outside contractors to ensure the appropriate support for each job. Communicates with stakeholders to provide updates, answer questions, resolve issues, and ensure the efficient completion of projects and jobs.
4. Ensures the maintenance of timely and accurate data in key/access control system databases. Reviews data for accuracy and integrity and provides analysis, reports, and recommendations for clients and senior leadership.
5. Coordinates the day-to-day work assignments and responsibilities of Access Control personnel by overseeing work assignments, inspecting job sites, and ensuring that quality work is completed in a safe and timely manner. Communicates with subordinate staff ensuring policies and procedures are understood and maintained.
6. Plans Access Control project requirements and ensures that all work performed complies with applicable federal regulations, contract requirements, University standards, and organizational goals.
7. Responsible for planning and overseeing the training and certification of all staff. Leads the recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. May assist in resolving employee relations issues.
8. Responsible for the Access Control shop's budget coordination.
9. Responds to and investigates reported campus security violations related to the failure or breakage of locking systems, including after-hours response to emergency calls.
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 Facilities Shops Maintenance Manager.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Some college; vocational or Associate's Degree in related fields
Experience (yrs.)	8	Eight (8) years' experience in locksmithing and/or access control. One (1) year of progressive experience in supervising, mentoring, and/or leading.

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.

Advanced and comprehensive understanding of the system capabilities and practices of electronic access control systems and related networks, databases, and programs.

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 to select and implement new technologies and hardware.

Ability to provide input on mechanical and 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 100 pounds.

Job occasionally requires standing, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Ability to see information in print and/or electronically.