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## Auburn University Job Description

Job Title:	<b>Tech, Security</b>	Level I	Grade 28 \$22,300 - \$37,200
Job Code:	<b>NB09</b>	Level II	Grade 29 \$25,000 - \$41,700
FLSA status:	Non-exempt	Level III	Grade 30 \$28,000 - \$46,700

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### Job Summary

Installs, trouble shoots, maintains and repairs mechanical and electronic systems throughout campus.

### Essential Functions

1. Reads and analyzes blueprints and visually inspects project site.
2. Installs and maintains mechanical access control systems and attached structures (industrial and commercial security hardware).
3. Installs and maintains electronic access control systems.
4. Installs and maintains electronic monitoring systems and alarms to include closed circuit televisions (CCTV) and alarm systems.
5. Creates impressions of keys for various types of locks in buildings and for vehicles located throughout campus.
6. Cleans and maintains university property to keep them operational so that work can be accomplished in a safe and efficient manner.
7. Communicates with others to keep them informed of activities and answer questions.
8. Monitors the security of the campus while ensuring all life safety standards are met.
9. Operates, troubleshoots, and trains employees on the use of the automated security system.

### 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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties and tasks are standardized. Performs some more advanced tasks as part of training and development. Resolves routine problems and refers more complex issues to higher levels.	Works under direct supervision and selects from a variety of established procedures to accomplish assigned tasks.	Applies basic skills and learns skills in procedures, techniques, tools, materials, and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. High school diploma or equivalent.
II	Duties and tasks are varied. Resolves routine questions and refers complex issues to higher levels.	Works under limited supervision. Communicates with others to exchange routine information.	Applies skills in area of specialization. Applies procedures, techniques, tools, materials, and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 4 years experience in area of specialization.
III	Duties and tasks are varied and complex. Resolves most questions and problems and refers only the most complex issues to higher levels. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Works independently and with minimal supervision. May periodically assist in orientation, training, assigning, and checking the work of lower level employees. May lead crew in the absence of supervisor.	Works under minimal supervision. May periodically assist in orientation, training, assigning and checking the work of lower level employees or be designated as lead worker.	Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 6 years experience in area of specialization.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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## Auburn University Job Description

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### Minimum Required Education and Experience

- Level I** Applies basic skills and learns skills in procedures, techniques, tools, materials, and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. High school diploma or equivalent.
- Level II** Applies skills in area of specialization. Applies procedures, techniques, tools, materials, and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 4 years experience in area of specialization.
- Level III** Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 6 years experience in area of specialization.

#### Focus of Education

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High School Diploma or equivalent

#### Focus of Experience

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Experience as a locksmith and known construction practices

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

#### Certification or Licensure Requirements:

Valid Driver's License, Ability to be Bonded, 24 hour on-call Status, Must pass the LENEL software system test to promote to Level III

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### 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, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

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## **Auburn University Job Description**

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/8/2011

