
Auburn University Job Description

Job Title: **Asst Supv, Security Tech**

Job Family: No Family

Job Code: **NB65**

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

FLSA status: Non-exempt

Job Summary

Assists in supervising the department as well as functioning as a security tech.

Essential Functions

1. Assists in planning and organizing project requirements so that appropriate personnel and materials are available for the project's timely completion.
2. Assists the supervisor with coordinating work and responsibilities of security personnel by reviewing tasks, inspecting job sites and adding input for revising instructions.
3. Maintains records and documentation of work activities, supplies, and equipment so that time and equipment is accounted for.
4. Assists in assigning daily work schedules to subordinates.
5. Installs and maintains mechanical access control systems and attached structures (industrial and commercial security hardware) such as cylindrical, mortise, deadbolt, padlocks, combination locks and exit devices.
6. Installs and maintains electronic access control systems to include automatic door open and close assemblies and card access systems.
7. Installs and maintains electronic monitoring systems and alarms to include closed circuit televisions (CCTV) and alarm systems.

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.)	5	Experience in locksmithing, electronics and access control

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

Knowledge of locksmithing and low voltage access control.

Certification or Licensure Requirements

Valid Driver's License and LENEL Certification or obtain LENEL certification within six months of hire date.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, reaching, handling objects with hands, .

Job occasionally requires walking, sitting, stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 25 pounds.

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

Date: 3/5/2012
