
Auburn University Job Description

Job Title: **Technical Advisor, Access Control**

Job Family: No Family

Job Code: **NB99**

Grade FM15 \$48,100 - \$81,800

FLSA status: Exempt

Job Summary

Reporting to the Maintenance Engineer, the Access Control Technical Advisor serves as the University's lead technical expert for access control-related facility and building maintenance issues, in support of the Facilities Management (FM) organization. Serves as the most knowledgeable expert on campus regarding access control systems and equipment, to include mechanical and electronic systems, and is responsible for providing in-depth technical support to solve difficult, non-routine access control problems encountered by FM Zones, FM Shops, and Facilities Planning, Design, and Construction department. Plays a key role in planning, coordination, and execution of access control-related items in new construction and renovation projects, ensuring the successful execution of projects to keep campus facilities operational in support of the University's academic, research, and outreach mission.

Essential Functions

1. Serves as the subject matter expert on all access controls systems for the Maintenance department including, but not limited to, key management, locks and locking devices, system readers, electro-mechanical locking devices, and program system controllers. When access control work requirements are too complex for technical personnel, this position will diagnose problems and prescribe repair methods.
 2. Coordinates and oversees an access control quality control program where access control maintenance tasks and new installations are reviewed for compliance with applicable standards.
 3. Reviews access control design documents to ensure compliance to university standards, and provides input to the design team that enhances the ability for AU Maintenance staff to care for the systems in the future. Provides access control keying, as well as control plans, for new and renovation projects. Regularly meets AU leadership, Campus Safety, and Facilities Directors to plan and implement access safety and security policies and procedures.
 4. Provides periodic on-site inspections for access control construction and renovation projects, ensuring work performed by university skilled trades personnel and contractors meet university access control standards and contract requirements in a manner that complies with the appropriate regulatory agencies.
 5. Plans for and ensures necessary outages are reviewed for operational effectiveness. Communicates with stakeholders to keep them aware of activities, maximize efficiencies, answer questions, and resolve issues.
 6. Evaluates proposed access control jobs in order to estimate and provide written and oral quotes. Meets with clients to gather information and develop estimates. Plans and organizes access control renovations and construction project requirements for university facilities and infrastructure.
 7. Develops, and keeps current, procedures and operating instructions for safe, accurate, and quality work performance. Provides regularly-schedule training for small class or independently to increase access control skill and acknowledge of all technical personnel across the Maintenance Department, but especially those within access control job fields.
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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. Vocational and/or technical diploma desired.
Experience (yrs.)	7	Experience in mechanical and electronic access control systems and maintenance and establishing best practices for operations of building access control systems. At least one (1) year experience mentoring others and leading projects.

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

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 read and understand blueprints.

Ability to prioritize and plan tasks to meet project deadlines.

Ability to identify system and hardware deficiencies and potential advancements.

Ability to think strategically and to select and implement new technologies and hardware.

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

Ability to effectively communicate with customers and employees.

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

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, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50

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pounds.

Job occasionally requires .

Ability to see information in print and/or electronically

Date: 8/26/2022

