AUBURN
Human Resources

Tech III, Mechanical Access

Job Description

JOB INFORMATION

Job Code	AF03
Job Description Title	Tech III, Mechanical Access
Pay Grade	ST12
Range Minimum	$43,740
33rd %	$51,030
Range Midpoint	$54,670
67th %	$58,320
Range Maximum	$65,610
Exemption Status	Non-Exempt
Approved Date:	11/11/2026 4:17:24 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Access Control

JOB SUMMARY

Under minimal supervision, performs a variety of skilled and technical maintenance on mechanical access control systems throughout the University. Responsible for the project design, scheduling, installation, repair, and modification of all mechanical access and locking system components along with associated door hardware including, but not limited to, door closers, exit devices, cores, and keys.

RESPONSIBILITIES

- Gains access to malfunctioning locks using locksmith tools, experience, and skills while ensuring minimal property damage. Removes broken keys or foreign objects from locks, lubricates and tests locks as required.
- Performs routine and complex selection of key and core blanks; fabricates keys and cores to code; and tests, installs, adds to inventory, or processes keys or cores for issue. Researches correct key and core marks, cuts, and pin segments using master keying system databases. Investigates and resolves any key/core mismatches or database issues.
- Reviews project designs, scopes, and schedules for correct core, key, and hardware selection and ordering. Researches and orders replacement hardware for work orders and projects.
- Installs, troubleshoots, repairs, modifies, and maintains door closing devices, electromechanical hardware, various locking devices, and exit and panic devices. Identifies correct function, model, and trim for installation or replacement.
- Prepares doors for hardware installation to include drilling, boring, and chiseling. Removes mechanical and electromechanical hardware for replacement or modification and enforces University and sole sourcing standards for hardware usage.
- Identifies points of failure, systemic issues, or project quality control issues and resolves for future integrity. Plans solutions and establishes best practices for entrapment prevention and replacement of aging/outdated hardware. Provides input for new master keying system designs.
- Performs at an expert level understanding of master keying systems. Maintains key control records of cores, keys, codes, combinations, and locations. Reviews and evaluates data for errors or redundancies. Produces reports as needed.
- Will be required to serve in an on-call status and remain work-ready when scheduled for an on-call period or rotation. Work-ready status requires an employee to return to the worksite within forty-five minutes while being physically and mentally unimpaired and fit for duty, able to safely perform all essential job functions with no risk to self, coworkers, students, public, or property.
- Training, education, and certification requirements for career progression within this job family are governed by the Auburn University Facilities Management Policy: Training, Education, and Certification Requirements for Trades Personnel.

RESPONSIBILITIES

- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	in related fields		5 years of	experience in installing and maintaining mechanical and electromechanical door hardware and components. Experience must include at least 2 years performing at the preceding level or equivalent. Preferred: Experience in master keying design or project design/review.	

Substitutions Allowed for Education	Yes

Substitution 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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge regarding the maintenance and installation of a variety of mechanical access control systems, including associated locking systems and door hardware.	
Advanced knowledge of master keying systems.	
Advanced knowledge of the NFPA 101 Life Safety Code and the Americans with Disabilities Act (ADA).	
Ability to adapt to technology advancements.	
Ability to read and understand blue prints.	
Ability to prioritize, plan, and oversee tasks to meet project deadlines.	
Ability to effectively train and lead others.	
Ability to think strategically and assist management with the implementation of new technologies and hardware.	
Ability to utilize and learn technology systems, software applications, computers, tablets, and mobile devices to receive assignments, document work activities, access information, and communicate effectively in support of assigned duties.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	"Any State"	Upon Hire	Required	And
Licensed Locksmith		Upon Hire	Required	And
	Certified Professional Locksmith	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting				X		50-100 lbs
Climbing					X	
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.