AUBURN
Human Resources

Tech II, Electronic Access

Job Description

JOB INFORMATION

Job Code	AF05
Job Description Title	Tech II, Electronic Access
Pay Grade	ST10
Range Minimum	$39,430
33rd %	$44,680
Range Midpoint	$47,310
67th %	$49,940
Range Maximum	$55,200
Exemption Status	Non-Exempt
Approved Date:	11/11/2026 4:15:57 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under general supervision, performs a variety of skilled and technical maintenance of electronic access control systems, intrusion systems, and door hardware throughout the University. Responsible for the installation, repair, and modification of all electronic access system components along with associated networks, databases, and programs.

RESPONSIBILITIES

- Installs, troubleshoots, modifies, and programs various access control system readers, electro-mechanical locking devices, Keyring control systems/components, intrusion systems and supportive hardware, ADA assistive systems, and low voltage devices.
- Identifies system and hardware deficiencies or potential advancements for a variety of access control system readers of various credentials including, but not limited to, card swipe, proximity, RFID, biometrics, and supportive hardware.
- Maintains and updates Keyring control system databases for keys and users. Retrieves misplaced or malfunctioning keys.
- Inputs data into appropriate databases and software systems and maintains accurate entries to track work-flow, completion status, description, and time keeping. Reviews and evaluates various reports for accuracy and completeness.
- Frequently communicates with faculty, staff, students, and visitors to address access needs, maintenance, and questions. Provides updates to supervision and clients regarding work statuses, delays, or completions.
- May 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 be 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 when called upon.
- 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.
- 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	
High School Diploma or GED			3 years of	experience of access control or intrusion systems installation and maintenance. Experience must include at least 2 years performing at the preceding level or equivalent.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Intermediate knowledge of electronic access control systems, concepts, practices, and procedures and the ability to use them in varied, complex, and/or non-routine situations.	
Intermediate skills in technical installments and replacements of electronic access systems and components; intrusion systems; door hardware; and related networks, databases, and programs.	
Ability to progress in the field and adapt to technology advancements.	
Ability to read and understand blueprints.	
Ability to prioritize tasks to meet project deadlines.	
Ability to identify system/hardware deficiencies or potential advancements.	
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
	Lenel Associates Certification	within 9 months	Required	And
	AESBL Electronic Access Control Installer or state equivalent. *If an AESBL equivalent license is registered in another state, an Alabama license must be obtained in the first 6 months of employment.	within 9 months	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.