AUBURN
Human Resources

Tech III, Electronic Access

Job Description

JOB INFORMATION

Job Code	AF06
Job Description Title	Tech III, Electronic 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 4:17:03 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 of electronic access control systems, intrusion systems, and door hardware throughout the University. Responsible for the project design, scheduling, 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.
- Designs, upgrades, and enforces University policies and procedures for all access systems and processes. Identifies system and hardware deficiencies or potential advancements for all related systems and components.
- Performs system design and project management with various clients requiring Keyring control systems. Maintains and updates control system databases and retrieves misplaced or malfunctioning keys.
- Responsible for enforcing data integrity for all assigned software systems and databases. Reviews and evaluates various reports for accuracy and completeness.
- Frequently communicates with faculty, staff, students, and visitors to address access needs, maintenance requests, and questions. Provides updates to supervision and clients regarding work statuses, delays, or completions. Participates in projects and cross-functional activities related to access control and intrusion systems.
- Prioritizes work assignments and leads work crew to complete tasks. Provides on-the-job training for other specialists as needed.
- 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	
Some college; vocational or Associate's Degree	Vocational or Associate's Degree in related fields		5 years of	experience in access control or intrusion systems installation and maintenance. Experience must include at least 2 years performing at the preceding level or equivalent. Preferred: Advanced systems programming and troubleshooting	

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 of electronic access control systems, theories, concepts, and practices and the ability to use them in varied, complex, difficult and/or unprecedented situations.	
Advanced skills in technical installments and replacements of electronic access systems and components; intrusion systems; door hardware; and related networks, databases, and programs.	
Knowledge of project design.	
Ability to 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 effectively train and lead others.	
Ability to think strategically and assist management with the implementation of new technologies and hardware.	
Ability to provide input in the design of electronic access systems and components.	
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	Upon Hire	Required	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	AESBL - Access Control Qualifying Agent 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.	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		50-100lbs
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.