AUBURN
Human Resources

Asst Supv, Access Control

Job Description

JOB INFORMATION

Job Code	AF09
Job Description Title	Asst Supv, Access Control
Pay Grade	ST13
Range Minimum	$46,260
33rd %	$55,510
Range Midpoint	$60,140
67th %	$64,770
Range Maximum	$74,020
Exemption Status	Non-Exempt
Approved Date:	10/29/2026 3:57:17 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Assists in the daily supervision of assigned Access Control personnel and supports the execution of projects, installations, modifications, repairs, and maintenance for mechanical, electromechanical, and electronic access control systems, door hardware, credential-based access systems, and related software platforms throughout the University.

RESPONSIBILITIES

- Supports the coordination of the daily work and responsibilities of Access Control personnel by reviewing tasks and schedules, inspecting job sites, and ensuring that quality work is completed in a safe and timely manner.
- Assists with the administration, troubleshooting, programming, and coordination of electronic access control platforms, including card access systems, door controllers, readers, alarms, schedules, permissions, and related system data.
- Assists in planning job requirements and coordinating with other facility shops, departments, and/or outside contractors to ensure the appropriate support for each job. Assists in the communication with stakeholders to provide updates, answer questions, resolve issues, and ensure the efficient completion of projects and jobs.
- Assists in planning and overseeing the training and certification of all staff. Participates in the recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. May assist in resolving employee relations issues.
- Maintains records of work activities, time, supplies, and equipment to ensure the completeness and integrity of shop data. Researches and orders materials for maintenance work, projects, office, and training.
- Reviews and provides input for Access Control project requirements, operating instructions, and shop-related procedures. Helps ensure that all work performed complies with applicable federal regulations, contract requirements, University standards, and organizational goals.
- May respond to and investigate reported campus security violations related to the failure or breakage of locking systems, including after-hours response to emergency calls.
- May install, maintain, or modify mechanical locking devices and attached structures such as cylindrical, mortise, deadbolt, padlocks, combination locks, exit devices, and more.
- May install, maintain, or modify electronic access control systems including, but not limited to, automatic door open and close assemblies, circuit boards, card access systems, and more.
- In coordination with the Supervisor, may provide input and assistance with the budget for Access Control.
- Participates in after-hours, emergency, and/or on-call response as needed for access control failures, locking system issues, security-related hardware malfunctions, and urgent building access concerns.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.	and	6 years of	experience in locksmithing and/or access control.	

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 locksmithing including a variety of mechanical and electromechanical locking systems, door hardware, and master keying systems OR advanced understanding of the system capabilities and practices of electronic access control systems and related networks, databases, and programs.	
Basic knowledge of access control project design.	
Ability to effectively train, lead, and supervise others.	
Ability to read and interpret blueprints, construction drawings, shop drawings, floor plans, door hardware schedules, wiring diagrams, and access control plans.	
Ability to supervise, prioritize, and plan tasks to meet project deadlines.	
Ability to identify system/hardware deficiencies and potential advancements.	
Ability to think strategically and recommend new technologies and hardware.	
Ability to provide input on mechanical or electrical access designs and components.	
Knowledge of applicable codes, standards, and safety requirements related to building access.	
Ability to effectively utilize and learn technology systems, software applications, computers, tablets, and mobile devices to plan work, communicate with employees and customers, document activities, monitor operational performance, and support departmental objectives.	

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Licensed Locksmith	Certified Licensed Locksmith (CLL)	Upon Hire	Required	And
	Lenel Associates Certification within first 9 months of employment.		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.