AUBURN
Human Resources

Supv, Access Control

Job Description

JOB INFORMATION

Job Code	AF10
Job Description Title	Supv, Access Control
Pay Grade	ST15
Range Minimum	$55,130
33rd %	$67,990
Range Midpoint	$74,420
67th %	$80,860
Range Maximum	$93,720
Exemption Status	Exempt
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JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides leadership and technical oversight for campus access control operations, including key management, electronic access control systems, locking hardware, system databases, project coordination, maintenance, installations, modifications, and emergency response. This position supervises Access Control personnel and partners with campus stakeholders to support safe, secure, reliable, and compliant access to University facilities.

RESPONSIBILITIES

- Serves as a subject matter expert in all aspects of Access Control including, but not limited to, key management, locks and locking devices, access control system readers, electro-mechanical locking devices, and program system controllers.
- Assists in the development of procedures and operating instructions for safe, accurate, and quality work performance and status reporting. Regularly meets with AU leadership, Campus Safety, and Facilities Directors to plan and implement access safety and security policies and procedures.
- Coordinates with other facility shops, departments, and/or outside contractors to ensure the appropriate support for each job. Communicates with stakeholders to provide updates, answer questions, resolve issues, and ensure the efficient completion of projects and jobs.
- Ensures accurate, secure, and timely maintenance of key and access control system records, including access levels, key issuance, hardware inventory, system changes, reports, audits, and other documentation needed to support security, accountability, and operational decision-making.
- Coordinates the day-to-day work assignments and responsibilities of Access Control personnel by overseeing work assignments, inspecting job sites, and ensuring that quality work is completed in a safe and timely manner. Communicates with subordinate staff ensuring policies and procedures are understood and maintained.
- Plans Access Control project requirements and ensures that all work performed complies with applicable federal regulations, contract requirements, University standards, and organizational goals.
- Reviews access control scopes, drawings, specifications, and proposed installations to provide technical input, ensure compatibility with University standards, identify operational concerns, and support long-term maintainability.
- Responsible for planning and overseeing the training and certification of all staff. Leads the recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. May assist in resolving employee relations issues.
- Responsible for the Access Control shop’s budget coordination.
- Responds to and investigates reported campus security violations related to the failure or breakage of locking systems, including after-hours response to emergency calls.

RESPONSIBILITIES

- May be responsible for meeting and maintaining training and certification requirements as outlined by the Auburn University Facilities Management Policy: "Training, Education, and Certification Requirements for Mechanical and Electrical 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	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	8 years of	experience in locksmithing and/or access control. One (1) year of progressive experience in supervising, mentoring, and/or leading.	

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 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 effectively train, lead, and supervise others.	
Ability to read and understand blue prints.	
Ability to supervise, prioritize, and plan tasks to meet project deadlines.	
Ability to identify system/hardware deficiencies and potential advancements.	
Ability to think strategically to select and implement new technologies and hardware.	
Ability to provide input on mechanical and 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
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			
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.