AUBURN
Human Resources

Tech Advisor, Access Control

Job Description

JOB INFORMATION

Job Code	NB99
Job Description Title	Tech Advisor, Access Control
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/26/2022

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Reporting to the Maintenance Engineer, the Access Control Technical Advisor serves as the University's lead technical expert for access control-related facility and building maintenance issues, in support of the Facilities Management (FM) organization. Serves as the most knowledgeable expert on campus regarding access control systems and equipment, to include mechanical and electronic systems, and is responsible for providing in-depth technical support to solve difficult, non-routine access control problems encountered by FM Zones, FM Shops, and Facilities Planning, Design, and Construction department. Plays a key role in planning, coordination, and execution of access control-related items in new construction and renovation projects, ensuring the successful execution of projects to keep campus facilities operational in support of the University's academic, research, and outreach mission.

RESPONSIBILITIES

- Serves as the subject matter expert on all access controls systems for the Maintenance department including, but not limited to, key management, locks and locking devices, system readers, electro-mechanical locking devices, and program system controllers. When access control work requirements are too complex for technical personnel, this position will diagnose problems and prescribe repair methods.
- Coordinates and oversees an access control quality control program where access control maintenance tasks and new installations are reviewed for compliance with applicable standards.
- Reviews access control design documents to ensure compliance to university standards, and provides input to the design team that enhances the ability for AU Maintenance staff to care for the systems in the future. Provides access control keying, as well as control plans, for new and renovation projects. Regularly meets AU leadership, Campus Safety, and Facilities Directors to plan and implement access safety and security policies and procedures.
- Provides periodic on-site inspections for access control construction and renovation projects, ensuring work performed by university skilled trades personnel and contractors meet university access control standards and contract requirements in a manner that complies with the appropriate regulatory agencies.
- Plans for and ensures necessary outages are reviewed for operational effectiveness. Communicates with stakeholders to keep them aware of activities, maximize efficiencies, answer questions, and resolve issues.
- Evaluates proposed access control jobs in order to estimate and provide written and oral quotes. Meets with clients to gather information and develop estimates. Plans and organizes access control renovations and construction project requirements for university facilities and infrastructure.
- Develops, and keeps current, procedures and operating instructions for safe, accurate, and quality work performance. Provides regularly-schedule training for small class or independently to increase access control skill and acknowledge of all technical personnel across the Maintenance Department, but especially those within access control job fields.

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	High School diploma or equivalent. Vocational and/or technical diploma desired.	and	7 years of	Experience in mechanical and electronic access control systems and maintenance and establishing best practices for operations of building access control systems. At least one (1) year experience mentoring others and leading projects.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

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 read and understand blueprints.	
Ability to prioritize and plan tasks to meet project deadlines.	
Ability to identify system and hardware deficiencies and potential advancements.	
Ability to think strategically and to select and implement new technologies and hardware.	
Ability to provide input on mechanical and electrical access designs and components.	
Ability to effectively communicate with customers and employees.	

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) within first 9 months of employment.		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.