



JOB INFORMATION

Job Code	AF01
Job Description Title	Tech I, Mechanical Access
Pay Grade	ST07
Range Minimum	\$32,030
33rd %	\$35,760
Range Midpoint	\$37,630
67th %	\$39,500
Range Maximum	\$43,230
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/30/2021

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under direct supervision, performs basic level maintenance on mechanical access control systems throughout the University. Responsible for the installation, repair, and modification of all mechanical access and locking system components along with associated door hardware including, but not limited to, door closers, exit devices, cores, and keys.

RESPONSIBILITIES

- Assists with gaining access to malfunctioning locks using locksmith tools and skills while ensuring minimal property damage. Removes broken keys and foreign objects from locks, lubricates and tests locks as required.
- Performs routine selection of key and core blanks; fabricates keys and cores to code; and tests, installs, adds to inventory, or processes keys or cores for issue.
- Assists with installing, troubleshooting, repairing, modifying, and maintaining door closing devices, electromechanical hardware, various locking devices, and exit and panic devices. Identifies correct function, model, and trim for installation or replacement.
- Performs at a novice level understanding of master keying systems. Assists in maintaining key control records of cores, keys, codes, combinations, and locations.
- Will 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."
- 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 return to the worksite within forty-five minutes while being 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.
- May perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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 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	High school diploma or equivalent	1 year of	One (1) years' experience of mechanical or electro-mechanical maintenance/installation and hand tool use. Preferred: One (1) years' experience of door hardware/lock installation and maintenance. Locksmith experience.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge regarding the maintenance, troubleshooting, and installation of mechanical access control systems including associated locking systems, door hardware, and master keying systems.	
Ability to learn and become operational within required database programs.	
Ability to progress in the field and adapt to technology advancements.	
Ability to read and understand blueprints.	
Ability to prioritize and plan tasks to meet project deadlines.	

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	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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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.