



JOB INFORMATION

Job Code	AF02
Job Title	Tech II, Mechanical Access
Pay Grade	ST10
Range Minimum	\$34,400
33rd %	\$39,000
Range Midpoint	\$41,300
67th %	\$43,600
Range Maximum	\$48,200
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 general supervision, performs a variety of skilled and technical 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

- Gains access to malfunctioning locks using locksmith tools, experience, and skills while ensuring minimal property damage. Removes broken keys and foreign objects from locks, lubricates and tests locks as required. Identifies points of failure or systemic issues and resolves for future integrity.
- Performs routine and complex 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. Researches correct key and core marks, cuts, and pin segments using master keying system databases.
- Installs, troubleshoots, repairs, modifies, and maintains door closing devices, electromechanical hardware, various locking devices, and exit and panic devices. Identifies correct function, model, and trim for installation or replacement.
- Prepares doors for hardware installation to include drilling, boring, and chiseling. Removes mechanical and electromechanical hardware for replacement or modification and enforces University and sole sourcing standards for hardware usage.
- Performs at an intermediate level understanding of master keying systems. Maintains 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 perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	Years of Experience	Focus of Experience	
High School	diploma or equivalent required.	3 years of	Three (3) years' experience of installing and maintaining mechanical and electromechanical door hardware and components.	Or
Some college; vocational or Associate's Degree		2 years of	Experience must include at least 2 years performing at the preceding level or equivalent.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

"Intermediate knowledge of the maintenance and installation of various mechanical access control systems, including associated locking systems and door hardware.

Intermediate knowledge of master keying systems.

Knowledge of the NFPA 101 Life Safety Code and the Americans with Disabilities Act (ADA).

Ability to progress in the field and adapt to technology advancements.

Ability to read and understand blueprints.

Ability to prioritize, plan, and oversee tasks to meet project deadlines.

Ability to effectively train others."

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		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		50-100 lbs
Climbing					X	
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking					X	
Hearing					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.