
Auburn University Job Description

Job Title: **Mechanical Access Tech III**

Grade ST12 \$38,200 - \$57,300

Job Code: **AF03**

FLSA status: Non-exempt

Job Family: Production & Skilled Trades

Job Function: Access Control

Job Summary

Under minimal supervision, performs a variety of skilled and technical maintenance on mechanical access control systems throughout the University. Responsible for the project design, scheduling, 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.

Essential Functions

1. Gains access to malfunctioning locks using locksmith tools, experience, and skills while ensuring minimal property damage. Removes broken keys or foreign objects from locks, lubricates and tests as locks required.
2. 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. Investigates and resolves any key/core mismatches or database issues.
3. Reviews project designs, scopes, and schedules for correct core, key, and hardware selection and ordering. Researches and orders replacement hardware for work orders and projects.
4. 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.
5. 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.
6. Identifies points of failure, systemic issues, or project quality control issues and resolves for future integrity. Plans solutions and establishes best practices for entrapment prevention and replacement of aging/outdated hardware. Provides input for new master keying system designs.
7. Performs at an expert level understanding of master keying systems. Maintains key control records of cores, keys, codes, combinations, and locations. Reviews and evaluates data for errors or redundancies. Produces reports as needed.
8. 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." Provides on-the-job training for Access Control technicians as needed.
9. 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.
10. May perform other related duties as assigned.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and

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responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

| | Minimum | Focus of Education/Experience |
|-------------------|--|--|
| Education | Some college; vocational or Associate's Degree | Some college; vocational or Associate's Degree in related fields |
| Experience (yrs.) | 5 | Minimum: Five (5) years' experience of installing and maintaining mechanical and electromechanical door hardware and components. Experience must include at least 2 years performing at the preceding level or equivalent. Preferred: Experience in master keying design or project design/review. |

Substitutions 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.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Advanced knowledge regarding the maintenance and installation of a variety of mechanical access control systems, including associated locking systems and door hardware.

Advanced knowledge of master keying systems.

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

Ability to adapt to technology advancements.

Ability to read and understand blue prints.

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

Ability to effectively train and lead others.

Ability to think strategically and assist management with the implementation of new technologies and hardware.

Certification or Licensure Requirements

Valid Driver's License, Certified Licensed Locksmith, and Certified Professional Locksmith

Pre-Employment Screening Requirements

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires .

Ability to see information in print and/or electronically

Date: 6/30/2021
