



JOB INFORMATION

Job Code	AF04
Job Title	Tech I, Electronic Access
Pay Grade	ST07
Range Minimum	\$29,700
33rd %	\$33,167
Range Midpoint	\$34,900
67th %	\$36,633
Range Maximum	\$40,100
Exemption Status	
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Legacy Date Last Edited	6/30/2021

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Access Control
EEO Position Group	66A - Skilled Craft

JOB SUMMARY

Under direct supervision, performs basic level maintenance of electronic access control systems, intrusion systems, and door hardware throughout the University. Responsible for the installation, repair, and modification of all electronic access system components along with associated networks, databases, and programs.

RESPONSIBILITIES

- Assists with installing, troubleshooting, maintaining, and programming various access control system readers, electro-mechanical locking devices, Keyring control systems and components, intrusion systems and supportive hardware, ADA assistive systems, and low voltage devices.
- Inputs data into appropriate databases and software systems and maintains accurate entries to track work-flow, completion status, description, and time keeping.
- Frequently communicates with faculty, staff, students, and visitors to address access needs, maintenance requests, and questions.
- 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	High school diploma or equivalent		1 year of	Minimum: One (1) year experience of electrical or electro-mechanical maintenance and hand tool use. Preferred: Experience in access control or intrusion systems installation and maintenance. To be considered for Level II, finalist candidates will be required to produce documentation that verifies training and/or certification hours.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

"Working knowledge of electronic access control systems.	
Basic electronic and mechanical skills.	
Ability to progress in the field and adapt to technology advancements."	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Vision Requirements:

Ability to see information in print and/or electronically.