



JOB INFORMATION

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| Job Code | AF04 |
| Job Description Title | Tech I, Electronic Access |
| Pay Grade | ST07 |
| Range Minimum | \$32,990 |
| 33rd % | \$36,830 |
| Range Midpoint | \$38,760 |
| 67th % | \$40,680 |
| Range Maximum | \$44,530 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 6/30/2021 |

JOB FAMILY AND FUNCTION

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

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.
- 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

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| 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 | <p>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.</p> <p>Internal candidates may be required to provide training and certification requirements as outlined by the Auburn University Facilities Management Policy for some positions.</p> | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|--|--|
| 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 | "Any State" | 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 | |
| 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.