

The University of Texas at San Antonio

Job Description

Job Title: Access Control Lead

Code: 15365

Salary Grade: 60

FLSA Status: NE

Department/Division: Business Affairs / Police Dept.

Reports To: Director, Security Systems

Summary

Function: To provide work supervision and journeyman level skills in the repair, replacement and maintenance of locks, hardware, and access control systems.

Scope: Responsible for supervising, training, and performing activities related to installing, repairing, maintaining and inspecting physical and technical physical security equipment and access control systems.

Duties

• **Typical:**

1. Makes daily work schedules and assignments; oversees and verifies the quality of work. Provides ongoing job performance feedback to employees, and manager. Prepares annual performance evaluations for assigned personnel, subject to final manager review.
2. Assists in the management and maintenance of the structure of the electronic access control systems, door alarms, access levels.
3. Provides guidance and training to lower level co-workers; supervises projects and assignments.
4. Oversees critical inspections/ audits, inventories preventative maintenance plans.
5. Assists in coordinating and advising campus departments on physical security and access control functions, procedures and customer service.
6. Organizes and maintains critical and confidential access control and security related records, inspection documents and purchase orders.
7. Combines conventional and interchangeable core lock cylinders
8. Inspects, installs, adjusts, repairs and maintains door locks and supporting systems; establishes keying schedules and oversees the overall Master Keying system and records.
9. Attends or initiates meetings related to on-going projects.
10. Reviews door hardware schedules, construction documents and other project planning documents. Makes decisions on best practices and standards to follow.

<p>11. Researches and implements access control and physical security best practices, industry standards and procedures.</p> <p>12. Performs other duties as assigned.</p> <ul style="list-style-type: none"> • <u>Periodic:</u> <ul style="list-style-type: none"> Performs routine annual maintenance access control systems and equipment. 2. Assists in establishing policies and protocols for access control
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Education

Required	Preferred
High School	

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	

Experience

Required	Preferred
<p>Three years of skilled access control experience; locksmith or electronic access control/security/ or alarm systems including a minimum of 2 years of supervisory experience or work leadership.</p> <p>Excellent communication and customer service skills.</p>	<p>Four years of journeyman to master level locksmith experience and experience with electronic access/security or alarm systems.</p> <p>Demonstrated knowledge of DSX systems software; Locknetics Locklink and, Corbin Russwins system.</p> <p>Experience keying records, access/keying schedules, policies and best practices.</p>

Equipment

Required	Preferred
<p>Personal computer, Microsoft Office and standard office equipment.</p> <p>Tools and equipment typical of a locksmith.</p>	

Working Conditions

Usual	Special
Standard office conditions. Occasional exposure to weather and outdoor elements.	Occasional evening and weekend hours, and On-call availability

Supervision

Received	Given
Broad work guidance pertaining to ongoing job responsibilities task and overall goal and objective accomplishment.	Work leadership of Access Control personnel

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.