

The University of Texas at San Antonio

Job Description

Job Title: Access Control Assistant I
Code: 15367
Salary Grade: 58
FLSA Status: Non Exempt
Department/Division: Access Control/University Police
Reports To: Access Control Manager

Summary

- Function: To provide journeyman level skills in the repair, replacement and maintenance of locks, hardware, and access systems. Assists in the installation, repair, and maintenance of security equipment.
- Scope: Responsible for installing, repairing, maintaining and inspecting physical and technical security equipment.

Duties

- Typical:
 1. Duplicates and generates original keys by code.
 2. Combinates conventional and interchangeable core lock cylinders.
 3. Inspects, installs, adjusts, repairs and maintains door locks and supporting systems.
 4. Rekeys locks.
 5. Provides maintenance advice to faculty and staff.
 6. Assists in the installation, maintenance and repair of all security systems specifically including access control systems, alarm systems, emergency intercom systems, panic alarms, CCTV security video cameras and recording systems, and security systems data communications equipment.
 7. Performs routine preventative maintenance on all security systems.
 8. Researches and recommends equipment for upgrades or replacement.
 9. Performs other duties as assigned.
- Periodic:
 1. Cleans and maintains machinery and equipment.
 2. Rebuilds cylinders and lock sets.
 3. Performs routine annual maintenance access control systems and equipment.

Education

Required	Preferred
High school diploma or GED.	Technical training as a locksmith or in commercial security systems.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	Demonstrated knowledge of Locknetics Locklink and DSX software.

Experience

Required	Preferred
Two years of skilled journeyman level experience as a locksmith OR two years of experience working with security/access control systems.	N/A

Equipment

Required	Preferred
Personal computer, Microsoft Office Pro and standard office equipment.	N/A
Tools and equipment typical of a locksmith.	

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.
Occasional exposure to weather and outdoor elements.	

Supervision

Received	Given
Direct supervision with instruction and review of new tasks.	None.

Accuracy

Proficiency in all phases of the 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.