

The University of Texas at San Antonio

Job Description

Job Title: Access Control Assistant II
Code: 15369
Salary Grade: 59
FLSA Status: Non Exempt
Department/Division: Access Control/University Police
Reports To: Access Control Manager

Summary

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

Duties

- Typical:
 1. Assists in making daily work assignments; verifies the quality of work assignments.
 2. Assists in the management and maintenance of the structure of the card access systems.
 3. Provides guidance and training to lower level co-workers; acts as a supervisor for project and assignments.
 4. Troubleshoots problems and recommends and implements solutions.
 5. Assists in coordinating and advising campus departments on functions, procedures and customer service.
 6. Organizes and maintains records.
 7. Combines conventional and interchangeable core lock cylinders
 8. Inspects, installs, adjusts, repairs and maintains door locks and supporting systems; rekeys locks; duplicates and generates original keys by code
 9. Performs other duties as assigned.
- Periodic:
 1. Performs routine annual maintenance access control systems and equipment.

Education

Required	Preferred
High school diploma or GED.	Certification or training through a recognized locksmith school or association.

Other Requirements

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

Experience

Required	Preferred
Three years of skilled journeyman to master level experience as a locksmith including a minimum of two years of supervisory experience.	Five years of journeyman to master level locksmith experience and experience with electronic access/security systems.

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
Overall review of efficiency and effectiveness in achieving goals and objectives.	Directly and/or indirectly supervises assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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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.