JOB DESCRIPTION

TITLE

Access Control Specialist

JOB SUMMARY

Performs skilled locksmith work in the installation, maintenance, opening and repair of various lock types and the making of keys. Reloads cylinders, installs, maintains and repairs various types of locking mechanisms and other hardware for access points and containers throughout the University, including electronic, magnetic and digital entry systems. Additional responsibility includes creation of signs on computerized sign system. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Facilities Operations & Maintenance

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Performs skilled locksmith work by installing, maintaining, adjusting, opening and/or repairing different types of building locks including cylindrical, unit, mortis and rim, and reload cylinders.
- Repairs and opens locks on desks, file cabinets, display cases, and similar containers, picking locks for which keys have been lost, and making emergency repairs of locks as required.
- Installs, repairs, and services door closers, digital entry systems, automatic doors and controls, power supplies, motion detectors, transmitters and electric strikes.
- Maintains key records and codes in electronic format.
- Manufactures and issues new keys to approved personnel.
- Sets up and maintains control of a master key system.
- Operates lathe, drill press, grinder, and hand tools.
- Creates signs on computerized and manual vinyl sign systems.
• Makes and furnishes estimates of time and material required for assignments.

**ADDITIONAL DUTIES**

• Secures necessary supplies and materials from the warehouse as directed by manager.
• Performs in an On-Call and emergency capacity where management protocols are required.
• Transports materials and supplies to the work site.
• Maintains record of materials and time expended on each job.
• Enter data into key software system.
• Trains other personnel as necessary.
• Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required. Some college course work preferred.

**EXPERIENCE**

Licensed journeyman locksmith and/or five years institutional locksmith experience. Job-related vocational training or other job-related education may substitute on a year-for-year basis for required experience. Must be able to attain license within one year of employment.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

Valid Texas driver’s license and a safe driving record such as required by the university for Driver’s Authorization.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

• Knowledge of the methods, tools, equipment, techniques, and practices of the locksmith trade.
• Knowledge of the hazards and safety precautions of the trade.
• Ability to read and perform written and mathematical functions.
• Ability to locate and correct defects in locks and panic hardware.
• Ability to use trade related equipment including electric saws, jointer, planer, drill press, and sander.
• Skill in the use and care of tools and equipment of the locksmith trade.
• Ability to use tools such as a hammer, tape measure, saw, chisel, screw driver, and level.
• Ability to use computer to maintain TWU key code system.
• Ability to use Hermes computerized sign system.
• Ability to communicate orally and deal with the public.
• Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to ascend and descend ladders, stairs, and scaffolding. Ability to lift or move up to 50 pounds.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed in a various environments. Exposed to any number of elements and may be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*
Employee Signature: ________________________  Date: ____________

Employee Printed Name: ________________________

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.