JOB DESCRIPTION

TITLE
Electronic Access Technician

JOB SUMMARY
Consults with users to identify current operating procedures, install and maintain hardware, analyze issues, report findings to team, and make recommended adjustments. Provide technical expertise required for access control systems. Maintain a standard of excellence in the evaluation, gaps analysis, design, integration and analysis of access control systems supporting the mission of the University. Additional responsibility includes performing skilled work in the installation, repair and service of locks and panic hardware, opening of locks as well as the making of keys. May also be responsible for creation of signs on computerized sign system as needed. Work performed under the supervision of the Manager, Facilities Maintenance & Operations, and performance 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 Maintenance & Operations
Supervises: No supervisory responsibilities but may serve as a project team leader

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

• Assists in planning and implementation of access control systems initiatives.
• Supports systems and procedures for reporting of information resources and institutional data related to access control.
• Assists with inventory management and resource allocation.
• Accurately diagnoses problems or issues and either make repairs or replace equipment.
• Assists and supports strategic planning efforts for development and maintenance and integration of all access control systems.
• Provides lead support for and performs gaps and system analysis of all access control systems.
• Assists in the development and implementation of major project timelines.
• Provides consultation with Facilities Management and Construction on design, applications and implementation of new or re-designed systems. This includes plan review for both FMC Planning & Design and Construction divisions.
• Installs, repairs, and services locks and panic hardware on the campus.
• Installs new lock cylinders in defective locks.
• Opens locks and creates or replaces hardware when keys are lost.
• Operates lathe, drill press, grinder, and hand tools.
• Assists with maintaining computer file for key codes.
• Consults and assists other teams on projects and integration issues within Facilities Management and Construction.
• On-Call and emergency management protocols are required.
• Makes estimates of time and material required for a job.
• Enters data into key software system.

ADDITIONAL DUTIES

• May serve as a liaison between the university, regulated service providers, and vendors.
• Creates signs on computerized sign system and manual vinyl sign system.
• Performs other duties as requested.

EDUCATION

Bachelor’s degree preferred. Technology and network systems certifications preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Two years job related work in Access Control, both electronic and keyed systems, education environment.

REQUIREMENT

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

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.
KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of and ability to provide maintenance and support for electronic and mechanical access control systems and hardware.
- Working knowledge of systems interface, best practices and methods for both electronic access and key control software applications.
- Basic knowledge and understanding of business principles and business and industry-specific terminology.
- Basic knowledge and understanding of quality assurance concepts and procedures.
- Operational understanding of workflow systems, key and electronic access management.
- Provide leadership and oversight with regard to access control systems and participate in on-site progress meetings, providing updates and identifying possible risks and solutions.
- Skilled at utilizing industry’s methodology used for cost estimation and risk analysis.
- Ability to read and work from equipment manuals, blueprints, diagrams, schematics, specifications and drawings.
- Ability to keep accurate records and to generate accurate reports.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to operate a personal computer and other office equipment, including university related 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. May be required to lift or move 50+ pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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.