

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Access Control Assistant III  
Code: 15364  
Salary Grade: 60  
FLSA Status: Non Exempt  
Department/Division: Security Services/UTSA Police  
Reports To: Access Control Lead

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## *Summary*

- Function: To provide master level skills in the repair, replacement and maintenance of locks, hardware, and access control security systems.

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

## *Duties*

- Typical:
  1. Assists the lead in the management and maintenance of the structure of the electronic access control and door alarm systems.
  2. Responsible for the Access Control Training program and training lower level co-workers; serves as the project manager for projects and assignments. Provides guidance and advice on physical security to customers.
  3. Troubleshoots problems and recommends and implements solutions.
  4. Directs team in the absence of the supervisor. Assigns work orders and assignments
  5. Responsible for managing department inventory and tracking of equipment.
  6. Assists in university wide key and electronic access inventories. Ensures correct access levels are issued.
  7. Inspects, installs, adjusts, repairs and maintains mechanical and electronic door locks and supporting systems; rekeys locks; duplicates and generates original keys by code; establishes keying schedules.
  8. Responsible for writing door hardware schedules, updating construction documents and other project planning documents to include physical security standards.
  9. Researches and implements access control and physical security best practices, industry standards and procedures and implements them to the training program.
  10. Perform other duties as assigned.

***Education***

<b>Required</b>	<b>Preferred</b>
High school diploma or GED.	Certification or training through a recognized locksmith school or association.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	Demonstrated knowledge of Locknetics Locklink, DSX or similar software.
FBI Criminal Background Check	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of skilled master level locksmith and electronic security systems experience. Must have worked with Security Services for five years. Excellent communication and customer service	Five years of journeyman to master level locksmith experience and experience with electronic access/security systems.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer, Microsoft Office Pro and standard office equipment.	Demonstrates knowledge in Corbin Russwin locks and key systems.
Tools and equipment typical of a locksmith and access control technician.	

***Working Conditions***

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

***Supervision***

<b>Received</b>	<b>Given</b>
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Overall review of efficiency and effectiveness in achieving goals and objectives.	Directly and/or indirectly supervises assigned staff.
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***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.

