



The University of Texas at San Antonio™

Job Description

Job Title:	Access Control Lead	Job Family:	Police
Type:	Non-Exempt	Job Code:	15365
Department:	Business Affairs / Police Dept	Salary Grade:	61
Reports to:	Director, Security Systems	Created/Revised:	7/11/2022
Work Modality:	On-Campus		

This position is part of a market adjustment implemented in Spring 2022. New hire salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

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

Core Responsibilities

Typical:

1. Makes daily work schedules and assignments; oversees and verifies the quality of work. Provides ongoing job performance feedback to employees, and manager. Prepares annual performance evaluations for assigned personnel, subject to final manager review.
2. Assists in the management and maintenance of the structure of the electronic access control systems, door alarms, access levels.
3. Provides guidance and training to lower level co-workers; supervises projects and assignments.
4. Oversees critical inspections/ audits, inventories preventative maintenance plans.
5. Assists in coordinating and advising campus departments on physical security and access control functions, procedures and customer service.
6. Organizes and maintains critical and confidential access control and security related records, inspection documents and purchase orders.
7. Combinates conventional and interchangeable core lock cylinders
8. Inspects, installs, adjusts, repairs and maintains door locks and supporting systems; establishes keying schedules and oversees the overall Master Keying system and records.
9. Attends or initiates meetings related to on-going projects.
10. Reviews door hardware schedules, construction documents and other project planning documents. Makes decisions on best practices and standards to follow
11. Researches and implements access control and physical security best practices, industry standards and procedures.
12. Performs other duties as assigned.

Periodic:

1. Performs routine annual maintenance access control systems and equipment.
 2. Assists in establishing policies and protocols for access control
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Minimum Requirements

Education/Certifications

- High School

Experience

- Three years of skilled access control experience; locksmith or electronic access control/security/ or alarm systems including a minimum of 2 years of supervisory experience or work leadership.

Preferred Experience

- Four years of journeyman to master level locksmith experience and experience with electronic access/security or alarm systems.
 - Demonstrated knowledge of DSX systems software; Locknetics Locklink and, Corbin Russwins system.
 - Experience keying records, access/keying schedules, policies and best practices.
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Knowledge Skills & Abilities

- Personal computer, Microsoft Office and standard office equipment.
 - Tools and equipment typical of a locksmith.
 - Excellent communication and customer service skills.
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Core Competencies

People Leader:

Decision Quality, Managerial Courage, Developing Direct Reports, Dealing with Ambiguity, Business Acumen, Strategic Agility

Working Conditions

Working Environment:

- Standard office conditions. Occasional exposure to weather and outdoor elements.
- Occasional evening and weekend hours, and On-call availability

Physical Demands:

- Physical ability to sit, walk, kneel, bend, crawl and climb
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