



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Access Control Assistant I	<b>Job Family:</b>	Facilities / Construction
<b>Type:</b>	Non-Exempt	<b>Job Code:</b>	15367
<b>Department:</b>	Access Control/University Police	<b>Salary Grade:</b>	58
<b>Reports to:</b>	Access Control Manager	<b>Created/Revised:</b>	7/11/2022
<b>Work Modality:</b>	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](mailto:compensation@utsa.edu) with any questions.

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### Job Summary

To provide journeyman level skills in the repair, replacement and maintenance of locks, hardware, and access systems. Assists in the installation, repair, and maintenance of security equipment. Responsible for installing, repairing, maintaining and inspecting physical and technical security equipment.

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### Core Responsibilities

Typical:

1. Duplicates and generates original keys by code.
2. Combinates conventional and interchangeable core lock cylinders.
3. Inspects, installs, adjusts, repairs and maintains door locks and supporting systems.
4. Rekeys locks.
5. Provides maintenance advice to faculty and staff.
6. Assists in the installation, maintenance and repair of all security systems specifically including access control systems, alarm systems, emergency intercom systems, panic alarms, CCTV security video cameras and recording systems, and security systems data communications equipment.
7. Performs routine preventative maintenance on all security systems.
8. Researches and recommends equipment for upgrades or replacement.
9. Performs other duties as assigned.

Periodic:

1. Cleans and maintains machinery and equipment.
2. Rebuilds cylinders and lock sets.
3. Performs routine annual maintenance access control systems and equipment.

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### Minimum Requirements

**Education/Certifications**

- High school diploma or GED.

**Preferred Education/Certifications**

- Technical training as a locksmith or in commercial security systems.

**Experience**

- Two years of skilled journeyman level experience as a locksmith OR two years of experience working with security/access control systems.

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**Knowledge Skills & Abilities**

- Demonstrated knowledge of Locknetics, Locklink and DSX software.
- Personal computer, Microsoft Office Pro and standard office equipment.
- Tools and equipment typical of a locksmith.

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**Core Competencies**

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

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**Working Conditions****Working Environment:**

- Normal office conditions.
- Occasional exposure to weather and outdoor elements.
- Occasional evening and weekend hours.

**Physical Demands:**

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