



The University of Texas at San Antonio™

Job Description

Job Title:	Access Control Assistant II	Job Family:	Police
Type:	Non-Exempt	Job Code:	15369
Department:	Access Control/University Police	Salary Grade:	59
Reports to:	Access Control Manager	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 supervision and journeyman level skills in the repair, replacement and maintenance of locks, hardware, and access systems. Responsible for supervising and performing activities related to installing, repairing, maintaining and inspecting physical and technical security equipment and systems.

Core Responsibilities

Typical:

1. Assists in making daily work assignments; verifies the quality of work assignments.
2. Assists in the management and maintenance of the structure of the card access systems.
3. Provides guidance and training to lower level co-workers; acts as a supervisor for project and assignments.
4. Troubleshoots problems and recommends and implements solutions.
5. Assists in coordinating and advising campus departments on functions, procedures and customer service.
6. Organizes and maintains records.
7. Combines conventional and interchangeable core lock cylinders
8. Inspects, installs, adjusts, repairs and maintains door locks and supporting systems; rekeys locks; duplicates and generates original keys by code
9. Performs other duties as assigned.

Periodic:

1. Performs routine annual maintenance access control systems and equipment.

Minimum Requirements

Education/Certifications

- High school diploma or GED.

Preferred Education/Certification

- Certification or training through a recognized locksmith school or association.

Experience

- Three years of skilled journeyman to master level experience as a locksmith including a minimum of two years of supervisory experience.

Preferred Experience

- Five years of journeyman to master level locksmith experience and experience with electronic access/security systems.
- Demonstrated knowledge of Locknetics, Locklink and DSX software.

Knowledge Skills & Abilities

- Personal computer, Microsoft Office Pro and standard office equipment.
- Tools and equipment typical of a locksmith.

Core Competencies

Individual Contributor:

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

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