

University of Houston – Clear Lake

Position Description

Job Title: **Access Control Technician**

Job Code: **9538**

Pay Grade: **180**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school graduate or GED.	30 hours of college level education.
Experience	One year computer experience, including spreadsheets, word processing and Windows.	Some Locksmith experience; police department or security experience.
License/Certification	Texas Drivers License.	Hirsch Software Management Interchangeable Core Certification.

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Access Control Technician is responsible for maintaining all mechanical and electronic access systems to include all computers, cameras, keys, locks, and security system components on the property. This includes reviewing drawings and plans and then recommending and implementing security devices throughout campus. Further, this person works with IC cores and keys in a master-key format to create, install and issue same and desk and cabinet locks to include cutting additional keys when necessary. Also included in this area is the responsibility to oversee and maintain the equipment used throughout campus for parking meters, parking lot gates, and emergency call boxes. In addition, documentation of cores, keys and the issuance of same are handled with the use of computer software: Keystone 600.

Duties and responsibilities	% Time
Maintain all mechanical and electronic access systems to include all computers, cameras, keys, locks, and security system components on the property.	40
Maintain integrity of our current master-key format by documenting issuance of cores, keys by utilizing computer software: Keystone 600. This includes working with desk and cabinet locks and keys and creating, installing and issuing same when necessary.	30
Coordinate the installation of security cameras and related equipment after careful review.	10
Review drawings and plans and then recommend and implement security devices throughout campus.	10
Rekey and/or repair student lockers as needed. Oversee and maintain the equipment used throughout campus for parking meters, parking lot gates, and emergency call boxes.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.