

JOB INFORMATION

Effective Date	7/26/2022
Job Code:	9539
Job Title:	Access Control Technician II
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Facilities
Job Family:	Trades
Job Summary	The Access Control Technician II is responsible for maintenance and control of electronic and mechanical locking systems, and CCTV system. May also assist in maintaining all police software and database systems. Interact directly with end users to meet their needs. Assist in planning future development of electronic and mechanical access control, as well as CCTV and internal Police Department systems. With additional focus on LENEL Access Control programming, repairs and maintenance.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
Associate's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Three or more years of work experience in with physical access control and key systems/equipment. Locksmith experience. Police Dept or security experience. Experience with Lenel, proprietary master key systems, low voltage electronics, IP based CCTV systems, Pelco or Axis CCTV Systems.	Required	
Considerable		Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	LENEL Associate Certification (or equivalent). Texas Driver's License.	Upon Hire	Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge and understanding that security outranks convenience.	Skilled
• Knowledge that access control security is critical to maintaining a safe learning and working environment.	Skilled
• Knowledge of physical and digital access control systems.	Proficient
• Skill in Microsoft Office and use of Windows Operating Systems.	Proficient
• Skill programming access control systems; repairing physical and digital systems.	Skilled
• Ability to understand and follow oral and written instructions (policies, procedures, rules and regulations).	Skilled
• Ability to establish and maintain effective working relationships with other employees and the public.	Skilled
• Ability to analyze situations and adopt quick, effective and reasonable courses of action.	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Maintain, program, repair LENEL access control systems and equipment.	35%
• Maintain integrity of access control system; includes mechanical and electronic systems.	20%
• Work with approved vendors related to CCTV and access control systems and related hardware.	20%
• Consult with campus personnel to determine access control needs.	10%
• Locksmith Operations; Cut and deliver keys. Receives phone calls and work orders related to locksmith operations.	5%
• Maintain inventory of equipment, parts and tools.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Service Workers

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting			X			
Carrying			X			
Pushing			X			
Pulling			X			
Climbing			X			
Balancing			X			
Stooping				X		
Kneeling				X		
Crouching				X		
Crawling			X			
Reaching			X			
Handling					X	
Grasping					X	
Feeling					X	
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise				X	
Hazards		X			
Temperature Change			X		
Atmospheric Conditions			X		
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description