Access Control Technician
Job Description

JOB INFORMATION

Effective Date	9/27/2021
Job Code:	9538
Job Title:	Access Control Technician
Salary Grade/Structure:	170 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	50-Technical and Paraprofessional
Job Function:	Safety & Security
Job Family:	Security
Job Summary	The Access Control Technician 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. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act (Clery Act).

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	
High School Diploma or GED	College coursework (30 hours)	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	of experience with Microsoft Office Applications and Windows Operating Systems	Required	
Less than 3 yrs	of experience troubleshooting electronic hardware and software	Required	
Less than 3 yrs	locksmith experience	Preferred	
Less than 3 yrs	Police Department or security experience	Preferred	
Less than 3 yrs	Experience with the following: 1. Lenel or Lenel equivalent 2. Proprietary master key systems	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
	3. Low voltage electronics 4. IP based CCTV systems 5. Pelco or Axis CCTV systems		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Texas Driver's License		Required	

Knowledge, Skills and Abilities

	KSAs		Proficiency

JOB RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

	Essential Function	% TIME
•	Maintain the integrity of the access control system including both mechanical and electrical systems.	30%
•	Work with approved vendors to supply access and CCTV services for university community.	10%
•	Conduct Locksmith operations. Cut and deliver keys.	30%
•	Maintain an inventory of all equipment, parts and tools.	10%
•	Consult with campus personnel in determining their access needs.	10%
•	Perform other duties as assigned.	10%

PRE-EMPLOYMENT

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

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						

Physical Demands

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

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description

Access Control Technician   07/14/2022