**Building Access Technician II Standard Job Description**

**Classification Title:** Building Access Technician II

**FLSA Exemption Status:** Non-exempt

**Pay Band:** 10

**Minimum Pay:** $19.57

**Job Description Summary:**

The Building Access Technician II, under general supervision, rekeys, installs, and maintains locks. Installs and maintains the University card access system. Maintains records in shop database. Maintains shop inventory and places orders for materials and supplies. The Building Access Technician II is responsible for assisting the Technical Supervisor and Office Manager and may oversee assigned Building Access Tech I and Building Access Trainee positions.

**Essential Duties and Tasks:**

**35% Technical**

* Install university card access system.
* This includes the pulling of wire and wiring the control modules, card readers, and hardware.
* This also includes the installation of door hardware, card readers, and all other components of the system, and requires operating a university vehicle.
* Maintain the university card access system by troubleshooting wiring problems or lock malfunctions.
* This could include the use of a volt/amp meter to help troubleshoot problems or just having the knowledge of the mechanical operations of the system.
* Repair mechanical locks throughout the university that are not part of the university’s card access system.
* Rekey locks.
* Cut keys and stamp with university ID system.
* Install commercial grade mechanical hardware.

**25% Supervisory Assistance**

* Assist Technical Supervisor with overseeing the installation of large keyless entry jobs submitted by other departments.
* Assist office manager with administrative issues.
* Provide direction and assist and train other departmental personnel.

**20% Clerical**

* Oversee the computer management of the campus keying system.
* Maintain and update information in the secure data computer that keeps records of all key bits used on campus.
* Perform other duties assigned by Supervisor.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Four years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to communicate/teach new concepts effectively.

**Machines and Equipment:**

* Computer
* Telephone
* Hand tools

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**