**Building Access Technician I Standard Job Description**

**Classification Title:** Building Access Technician I

**FLSA Exemption Status:** Non-exempt

**Minimum Pay:** $16.04

**Job Description Summary:**

The Building Access Technician I, under supervision, is responsible for the installation, maintenance, and repair of university card access systems in university structures. Assists the Building Access Supervisor and the Building Access Technician II with normal operating shop functions. Installs, rekeys, and maintains locks.

**Essential Duties and Tasks:**

**30% Repair**

* Repairs mechanical locks throughout the university that are not part of the university’s card access system.
* Rekeys locks throughout the university.

**30% Maintenance**

* Maintains the university card access system by troubleshooting wiring problems or lock malfunctions.
* Uses a volt/amp meter and other tools to troubleshoot problems.
* Cuts and stamps keys with the university ID system.
* Maintains and updates campus key fitting information to secure data computer.

**20% Installation**

* Responsible for the installation of university card access systems in university structures.
* Wires and installs control modules, card readers, door hardware, and all other components of the system.
* Installs commercial grade mechanical hardware.

**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.
* Two years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of commercial grade hardware.
* Knowledge of how to use hand tools, key cutters, computers, and mortise jigs.

**Machines and Equipment:**

* Telephone
* Volt/Amp Meter
* Computer

**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**