

DESERT COMMUNITY COLLEGE DISTRICT

ACCESS CONTROL AND LOCK SPECIALIST

BASIC FUNCTION

Installs, maintains and repairs locking system on a variety of mechanical, electronic, and computer-based devices including locks, keys, and related parts and hardware. Maintains security of keys and access.

SUPERVISION RECEIVED

Receives general supervision from the assigned maintenance and operations manager or area supervisor.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs skilled locksmithing functions including operation, installation, troubleshooting and maintenance of the electronic access control and security systems and databases as well as mechanical/electronic security devices, door hardware and key systems.
2. Tracks and updates access requests, key bitting schedules and hardware specifications.
3. Repairs, replaces, installs and adjusts locks, hardware and electronically controlled doors; responds to emergency key needs, building access, fire and maintenance issues, and used forced entry techniques if necessary.
4. Obtain Estimates related to cost of jobs and related expenditures; seeks quotes; maintains time, labor and material cost records; prepares requisitions; orders parts, supplies, materials, tools, and equipment; manages inventory.
5. Analyzes potential upgrades; coordinates with other departments for service restoration of fob access systems and recommends plans for software update.
6. Cuts, duplicates and marks keys; as required; issues keys to personnel according to policies; maintains and implements master key systems and manages key issuance approvals.
7. Performs preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; repairs, replaces and reassembles parts.
8. Ensures the security and safety of District equipment and facilities through inspection and proper maintenance of door locks and closers.
9. Operate and maintain tools and equipment, including key machines and hand tools associated with work performed.
10. Cuts, fits and hangs doors and replaces door jambs and frames.
11. Maintains and updates the software database, and generates usage reports; archives copies of work orders and key records.
12. Assists in other maintenance areas when necessary and perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Methods of inspecting, repairing, and maintaining mechanical and electronic locks, including re-keying and adjusting exit devices;
2. Understanding of access control components, installation, and key code software;
3. Tools and equipment used in locksmithing, access control, and general maintenance;
4. Basic understanding of electricity related to low-voltage hardware;
5. Basic understanding of computers, software, and services;
6. Lock functions and their application;
7. Record-keeping techniques and inventory management;
8. Applicable Fire, Life and Safety and Americans with Disability Act (ADA) codes as they apply to doors and opening;
9. Oral, electronic and written communication skills.

Ability to:

1. Implement and manage master key systems;
2. Perform ~~skilled carpentry~~ and general maintenance work;
3. Utilize Computerized Maintenance Management Systems, access control systems and programming access control software;
4. Diagnose software communication issues up to the server level;
5. Operate and maintain locksmithing tools and equipment;
6. Use and maintain hand tools;
7. Plan and organize work;
8. Work independently with little direction;
9. Maintain work area in a safe, clean and organized condition;
10. Read project plans and perform shop math;
11. Assure on the job compliance with shop and occupational safety practices including the OSHA Hazard Communication Standard and EPA requirements;
12. Operate basic computer software;
13. Bend, kneel or crouch, sit or stand for extended periods of time.
14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff and the community

EDUCATION AND EXPERIENCE

Graduation from high school and three (3) years of journey-level locksmith experience OR trade diploma or equivalent with one (1) year of journey-level locksmith experience including facility/commercial hardware and/or low voltage; or an equivalent combination of education, training, and/or experience.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment. Driving a vehicle to conduct work.

Subject to emergency call-out.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

Range 15

Board Approved: 6/98, 7/25