

**USF Job Class Description**

JOB CODE: 3228
JOB TITLE: Building Access technician
PAY PLAN: 23
CAREER BAND: C
FLSA: Non-exempt
CBU: 31
Effective 04/20/2007

Job Title: Building Access Technician

Job Summary

A Building Access Technician repairs, installs, and services electronic locking systems and devices, mechanical locks, and related hardware.

Nature of Work

This position typically reports to a Maintenance Supervisor, or other appropriate supervisory or management position. This position requires knowledge gained through completion of an approved locksmith apprenticeship program, specialized training in electronic locking systems, or a high school diploma and two years of appropriate experience. This position is responsible for installing, operating, troubleshooting and repairing mechanical locking devices and/or electronic building access systems.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Installs, adjusts and services mechanical and electronic locks, card access systems, camera systems and related equipment.
- Cuts new or duplicate keys from existing keys, patterns, or codes.
- Repairs and opens locks, makes keys, and changes lock combination using hand tools and special equipment.
- Create hardware schedules for card access projects, renovations, and new construction projects.
- Disassembles locks and repairs or replaces pins, springs, and other parts.
- Moves lock pick in cylinder to open door locks without key.
- Maintains shop master key boxes within the shop areas for accessibility to areas of the campus for shop personnel in the maintenance function.
- Installs electronic locksets and exit devices.

Minimum Qualification Requirements

This position requires completion of an approved locksmith apprenticeship program, specialized training in electronic locking systems, and/or a high school diploma and two years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.