Title: Supervisor, Access Control & Protection Systems

Pay Scale Group: 15H

Essential Function
Under general supervision from a designated administrator, coordinate and supervise the installation, operation, testing, and maintenance of the University's access control, camera, and protection systems, and manage distribution of keys and ID cards.

Characteristic Duties
• Coordinate and supervise the installation, operation, testing, and maintenance of the University’s access control, camera, and protection systems, both mechanical and electronic.
• Manage distribution of keys and ID cards. Ensure accurate coding of ID cards features (i.e., Bearcat Campus Card).
• Manage fingerprinting function and disposal of lost and found items according to code.
• Inspect installations and repairs to ensure compliance with specifications and standards.
• Develop and enforce standard operating procedures, training programs, system testing, and preventive maintenance programs. Institute operational policies and procedures to ensure compliance with local, state, federal and University regulations.
• Provide daily supervision of staff and assist with duties as needed.
• Oversee contractors and University technicians performing installation of operation, testing, maintenance, access control, camera, and protection systems.
• Review engineering drawings and design specification to ensure compliance with building codes, standards and construction standards in projects involving modification, maintenance/repair, or construction of plan facilities and equipment by either University or contractor personnel.
• Interact and coordinate with other trades and units (i.e., Construction Management and Fire Prevention).
• Provide customer service and investigate complaints.
• Track quality measures and service levels.
• Track and report expenses and prepare purchase requisitions.
• Maintain records, parts inventory and equipment.
• Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
• Assign work; ensure proper workflow of the unit; act as lead worker.
• Perform related duties based on departmental need.

Minimum Qualifications
Associate's degree with three (3) years experience; -OR- five years experience. Degree must be in a related discipline. Experience must be in mechanical and electronic access, camera systems, and/or protection systems. Experience must include at least one (1) year supervision.

Last updated: December 2012