

Job Title: Master Electronic Hardware Specialist
Compensation Rate/Grade: Grade 7
Department: Facilities Services
Updated: January 2020

Essential Functions:

- Assist Hardware Specialist as needed on installation, repair and maintenance of electrical and mechanical locking and security devices.
- Work under supervision and with other maintenance staff.
- Ability to work with project managers on new and remodeled mechanical building hardware and electronic access control systems Perform installations and maintenance of hardware systems in compliance with ADA Accessibility and Life Safety building codes
- Troubleshoot basic low voltage electrified hardware applications.
- Follow work assignments, instruction, labeled information and safety standards independently.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Use of technology, such as email, smart devices (ex: iPad, iPhone), work order system/programs.
- Attend to Facilities Services related emergencies when necessary.
- Enforce and support policies established by the Facilities Services leadership.
- Attend safety meetings and other related meetings.
- Work with and lead the activities of student staff.
- Perform other related duties as required.

Required Qualifications:

- Recognized training program and minimum of 5 years documented experience with computerized security and access control systems including design, installation and maintenance.
- Demonstrated interest and experience in building areas as needed to perform the essential functions listed below.
- Demonstrated knowledge of door hardware operations in compliance with ADA Accessibility and Life Safety building codes.
- Demonstrated knowledge of basic electrical systems and low voltage wiring.
- Satisfactory past work performance and work record.
- Demonstrated ability to work with minimum supervision.
- Demonstrated ability to work well with others and to maintain positive customer relations.
- Willingness to work off shifts, holidays and overtime as necessary valid driver's license with acceptable driving record.
- Excellent attendance record.

Preferred Qualifications:

- A demonstrated understanding of schematics, blueprints and designs.
- Experience or certification in blueprint reading.
- Knowledge and understanding of NFPA 80 *Standard for Fire Doors and Other Opening Protectives*, and NFPA 101 *Life Safety Code*.
- Manufacturer certification in security management systems (SMS).

Physical Demands:

- Ability to lift up to 70 lbs.
- Work at heights up to 70 feet in confined spaces and during inclement weather.

- Ability to perform manual labor, including bending, twisting, stooping and reaching as needed.
- Ability to work outdoors and/or in unairconditioned buildings, at university events, as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.