



**YOUNGSTOWN
STATE
UNIVERSITY**

Classification Series:

Access Control Occupation

Bargaining Unit:

ACE

Access Control Technician 1

Series Purpose: Provides skilled support for the installation, maintenance, repair, and management of mechanical and electronic access control systems to ensure the security, safety, and operational integrity of university facilities.

Summary of Position: Under direct supervision, performs entry-level access control work to support the security and accessibility of university facilities. Assists with the installation, maintenance, repair, and replacement of locks, keys, door hardware, and electronic access control devices; responds to service requests; performs preventive maintenance; and maintains inventory and records related to access control systems while following established safety procedures and departmental guidelines.

Position Information

Essential Functions and Responsibilities: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Installs, adjusts, repairs, and replaces locks, cylinders, closers, panic hardware, hinges, and related door hardware. Re-keys locks and cuts duplicate/replacement keys. Performs preventative maintenance on doors and locking hardware.

Responds to work orders for lockouts and security issues.

Maintains lock, key, and hardware inventory. Assists with key issuance and records management.

Assists with programming of keypads and keyless entry systems. Assists with repair and maintenance of electronic door latches and security hardware. Mounts and configures electronic door hardware.

Follows university safety protocols.

Performs other related duties as assigned.

Equipment Operated: Computer and all other standard office equipment; key cutting equipment, diagnostic testing equipment such as digital multimeters, hand and power tools, and specialized installation equipment.

Effective 10/14/2026

Work Schedule: Typically, Monday through Friday 7:30 a.m. to 4:30 p.m. May work at odd hours dependent on campus need to minimally disrupt normal operations.

Supervision Exercised: Supervision may be exercised over student employees.

Reports to: Access Control Supervisor

Qualifications and Competencies

Required Certifications and/or Licensures: None

Knowledge, Skills, and Abilities:

Knowledge of: basic lock and key systems, door hardware, and access control principles; common hand and power tools used in maintenance and repair work; safety practices and procedures related to maintenance and construction environments; inventory control and recordkeeping practices; basic computer applications and electronic work order systems.

Skill in: installing, repairing, adjusting, and maintaining locks and door hardware; using hand tools, power tools, and measuring devices; maintaining accurate records and inventory information; following written and verbal instructions; providing customer service while responding to service requests.

Ability to: learn and apply access control and security procedures; diagnose and perform routine repairs to mechanical locking devices and related hardware; assist in the installation and maintenance of electronic access control equipment; read and interpret basic manuals, diagrams, and work orders; establish and maintain effective working relationships with faculty, staff, students, contractors, and the public; prioritize and complete multiple assignments in a timely manner; work independently and as part of a team; perform physical tasks associated with maintenance work, including lifting, climbing, bending, and working from ladders; maintain confidentiality and security of keys, access devices, and related records.

(*) Developed after employment.

Minimum Qualifications: High school diploma or GED; demonstrated basic knowledge of mechanical systems, building hardware, maintenance practices, and/or related trades.

Preferred Qualifications: Experience performing locksmithing, building maintenance, facilities maintenance, carpentry, and/or related trade work. Experience installing, repairing, or maintaining locks, door hardware, or access control devices. Experience working with electronic access control, security, alarm, or low-voltage systems. Experience using computerized maintenance management systems (CMMS), work order systems, or inventory management systems. Coursework, vocational training, or certification in locksmithing, access control, electronics, facilities maintenance, or a related field. Experience maintaining records, inventories, or key control systems. Customer service experience in a facilities, maintenance, security, or technical support environment.

Physical Requirements: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform heavy work.

Heavy: work involves exerting 50 to 100 pounds of force occasionally, or 25 pounds of force constantly to move objects.

Unusual Working Conditions: May be exposed to cold or hot temperatures based on weather and/or different environments present on campus. May be exposed to dirt, grease, or confined spaces.