

**Killeen Independent School District  
Job Description**

**Job Title:** Access Systems Technician  
**Department:** Facilities Services  
**FLSA Status:** Non-exempt

**SUMMARY:**

Installs, repairs, rebuilds, and services mechanical or electrical locking devices relating to the access control system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Monitors keyless entry systems for function.

Maintains database of authorized keycard holders.

Maintains keyless access systems.

Coordinates with vendor as needed for necessary repairs/updates/parts for access control system.

Performs other duties as may be assigned by the Lead Locksmith.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibility.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED) and a minimum of one years' experience managing/maintaining access control systems.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to read and understand locksmith diagrams, schematics, and blueprints.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possess current Texas driver's license and a favorable Motor Vehicle Report (MVR).

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and vibration. The noise level in the work environment is usually moderate.

**Prepared Date:** June 26, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.