UNIVERSITY OF SOUTHERN CALIFORNIA

Access Control Systems Specialist

Job Code: 180027

Grade: 00
OT Eligible: Yes
Comp Approval: 12/11/2014

JOB SUMMARY:
Coordinates and reviews the design, installation, and documentation of access control systems and standards. Has responsibility for access control and ongoing project coordination of all aspects of access projects. Ensures adherence to work specifications and documents work. Provides advice to project management staff and affiliated personnel regarding access control systems. Reviews construction plans and designs and ensures compliance with the university’s Access Standards and Specifications. Monitors all phases of construction involving access control projects and archives important information. Acts as liaison to campus community including customers/visitors, project managers, design team participants, and contractors in the area of access control.

JOB ACCOUNTABILITIES:

Coordinates and reviews on a daily basis the design, installation, and documentation of access control systems and standards. Has responsibility for access control and ongoing project coordination of all aspects of access projects. Ensures adherence to specifications and documents work. Reviews, analyzes and provides feedback related to access control security project proposals, specifications, drawings, submittals, and quotations. Collaborates with management for schools/departments regarding approval of project proposals and specifications. Ensures compliance with university standards, policies, and procedures.

Monitors and reviews access systems installation at all phases of construction projects. Provides feedback and coordinates appropriate corrective actions.

Acts as liaison to campus community including customers/visitors, project managers, design team participants, and contractors in the area of access control. Represents Facilities Management Services department (FMS) for any inquiries of access control security installation projects. Ensures that university security construction/installation standards and customer’s requirements are addressed in accordance to the USC Basis of Design.

Coordinates with FMS managers, Department of Public Safety, and schools/departments within the university to provide guidance and oversight on security technology matters.

Coordinates access control security project processes, progress, costs, and quality control. Provides timely project status reports for management on a regular basis.

Communicates and coordinates with external contractors and vendors to acquire, maintain, repair and upgrade systems and equipment as necessary or scheduled.

Partners with facilities trade employees and facilities shops for access control issues/inquiries.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.
*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY**

**Essential:**
- [ ] No
- [X] Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Associate's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 5 years

**Minimum Field of Expertise:**
- Progressive experience in facilities access control systems including coordination, maintenance and best practices of the systems. Excellent knowledge of basic access control system networking architecture and applications. Experience working with contractors, project managers, and construction personnel; experience reviewing construction drawings and writing standards; experience providing recommendations and mitigating problems with access during construction. Knowledge of proper procedures for safe operation of equipment. Proficiency in computer programs including but not limited to email, spreadsheets and word processing programs, AutoCAD and/or Revit.

**Preferred Education:**
- Bachelor's degree

**Preferred Experience:**
- 7 years

**Preferred Field of Expertise:**
- Access control systems design and installation in higher education environment

**Skills: Administrative:**
- Communicate with others to gather information
- Compose correspondence
- Compute totals
- Coordinate work of others
- Create visual displays/presentations
- Customer service
- Gather data
- Input data
- Interpersonal skills
- Maintain records
- Prioritize different projects
- Read handwritten text
- Technical documentation
- Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software
Verify calculations

Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Handheld power tools and non power tools
- Personal computer
- Photocopier

Skills: Trade/Auxiliary:
- Building control system service and instruction
- Calculate measurements
- Identify technical and equipment problems related to trade
- Inspect and evaluate the quality of products
- Install equipment, machines, or wiring to meet specifications
- Knowledge of city and state building codes
- Perform general maintenance repair work for equipment and/or facilities
- Prepare reports and/or maintenance records
- Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches

Supervises: Level:
- May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ________________________________ Date: ________________________________

Supervisor: ________________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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