AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**BD SPECIALIST ACCESS CONTROL LEAD**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 12**	DUTY DAYS:	**260**	DATE REVISED:	**03/28/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS BOND FUNDED.**				

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent. Seven (7) years industry experience in troubleshooting/installing card access systems in an enterprise networking environment is required. Continental Access experience is preferred. Ability to repair ELR panic bars, electrified cylindrical locks, and electrified Mortise locks is required. Ability to troubleshoot ADA low-energy door openers and access-controlled gates is required. Comprehensive knowledge of Cisco network components and configuration methods applicable to access control processes is required. Incumbent must have current Texas Operators Driver License in possession at all times while operating AISD vehicles on public streets.

SKILL REQUIREMENTS:

Incumbent must have demonstrable skills in installing and configuring access control equipment in an enterprise network environment. Incumbent should have a working knowledge of TCP/IP, RS-232 and RS-485 communication protocols. Incumbent should be familiar with structured wiring techniques applicable to card access systems. Incumbent should have demonstrable troubleshooting skills in complex electrical circuits and wiring systems. Incumbent should have mastery skills in troubleshooting and configuring Form-C relay circuits. Knowledge base consisting of Cisco networking fundamentals is necessary. Mastery of a digital multimeter and LAN tester is required.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent serves as the District's lead access control technician. Performs onsite repairs in addition to programming access control software. Responsible for systems integration with the Continental Access proprietary software. Coordinates with Continental Access Tech Support during system outages and upgrades.

ESSENTIAL FUNCTIONS:

- Regularly review maintenance and inspection procedures to ensure that current performance criteria are maintained.
- Function as a first line technical resource to security contractors in the field.
- Assist in development and implementation of Card Access upgrades.
- Repair access control equipment in the field.
- Integrate contractor installed equipment into the CA4K Access Control proprietary software.
- Troubleshoot complex work orders and delegates simpler tasks to Low Voltage technicians.
- Assist in training staff techs in access control troubleshooting methodology.
- Repair ADA low-energy door openers.
- Repair access controlled vehicular and pedestrian gates.

- Repair electrified door hardware.
- Repair card reader issues.
- Assist the District's badging clerk in CA4K operations.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is performed in the shop and field. Field work will involve working in MDF/IDF rooms, electrified door hardware sites, above drop ceilings and other campus locations where equipment or wiring is located. Working on ladders may be required for some installation sites. Lifting up to 50 lbs. may be required.

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the appropriate supervisor of the department. Assists stakeholders including dispatchers, badging clerks, and staff in using Continental Access CA4K in their roles. Helps contractors and subs integrate new installations into the CA4K software.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	