Job Title: Master Electronic Hardware Specialist
Compensation Rate/Grade: Grade 7
Department: Facilities Services
Updated: December 2014

Essential Functions:

- Assist Hardware Specialist as needed on installation, repair and maintenance of electrical and mechanical locking and security devices.
- Ability to work at height of up to 50 feet in confined areas and at times during inclement weather.
- Willingness to 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.
- Recognized training program and minimum of 5 years documented experience with computerized security and access control systems including design, installation and maintenance.
- Work with project managers on new and remodeled mechanical building hardware and electronic access control systems.
- Follow work assignments, instruction, labeled information and safety standards independently.

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.
- 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 overtime and accept off-shift assignments.
- Valid driver’s license.
- Excellent attendance record.

Preferred Qualifications:

- A demonstrated understanding of schematics, blueprints and designs.
- Assist Hardware Specialist as needed on installation, repair and maintenance of electrical and mechanical locking and security devices.
- Manufacturer certification in security management systems, (SMS)

Physical Demands:

- 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.