

**Facilities Access Technician
Citrus Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=242431>

Downloaded On: Aug. 10, 2024 9:15am

Posted Jul. 31, 2024, set to expire Aug. 22, 2024

Job Title Facilities Access Technician
Department Facilities and Construction - Maintenance
Institution Citrus Community College
Glendora, California

Date Posted Jul. 31, 2024

Application Deadline 08/22/2024
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/5473638>

Apply By Email

Job Description

Facilities Access Technician

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Recruitment Start Date 07/24/2024

Recruitment End Date 08/22/2024

Salary Range 32-1 (Starting salary for a new classified hire at Citrus College is fixed at Step 1.)

Pay Rate \$4,771.94 per month / \$27.53 hr

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Benefits

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The District provides a fully-paid, comprehensive program of fringe benefits including major medical, dental, and vision insurance for full-time employees and eligible dependents. Life insurance provided for the employee only.

General Description/Summary

POSITION SUMMARY

Under the general direction of the Director of Facilities and Construction, the Facilities Access Technician controls access to district facilities through the issuance tracking and production of keys, key cards, and alarm codes.

Minimum Qualifications/Education and Experience

MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE

- A high school diploma, or the equivalent, and two years of locksmith (including key cards) experience.
- PREFERRED QUALIFICATIONS
- Computer literacy; experience with mechanical and electronic keying systems and programming with Schlage, Dormakaba, or Saflok.
 - Two (2) years of locksmith experience, including key cards, in an educational institution.

Licenses and Certificates

LICENSES AND CERTIFICATES

- Requires a valid driver's license

Essential Duties and Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Issue alarm codes to District employees and maintain the master alarm code user list.
- Program new alarm codes into the system and delete obsolete codes and users from the system.

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- Act as primary contact with alarm service provider, report troubles, request service and provide updated information on District contacts and procedures.
- Coordinate and process semester division/department keys lists.
- Issue new keys and maintain key records for all District personnel requiring keys.
- Recode and replace worn keys as needed throughout the year; cut hard keys as required.
- Cancel lost keys as required and issue work orders to reprogram locks affected by lost keys.
- Take service calls and issue work orders for lock repairs and programming.
- Interrogate locks to obtain history of access by individual users.
- Oversee the operation and organization of the key shop: maintain inventory of key shop supplies, maintain all files and records regarding the issuing of keys, and perform data entry into the card key system.
- Receive and review work requests.
- Generate work requests using the Facilities work request program.
- Receive incoming telephone and radio calls to the department and take appropriate action, including: contacting appropriate supervisors or the director, dispatching appropriate maintenance personnel, contacting outside vendors for emergency service, preparing work requests or explaining rules, policies and procedures related to requests for services.
- Perform a variety of office clerical duties, including record keeping, filing, typing, copying and document distribution.
- Perform research using paper and electronic records and field investigation to determine the correct key for buildings, rooms, equipment and furniture.
- Perform other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and Skills

- Knowledge of the District's facilities and event venues, their locations, sizes, amenities and crowd capacities.
- Knowledge of principles of organization and information management.
- Knowledge of card key systems, data entry and recordkeeping.
- Knowledge of intrusion alarm systems.
- Knowledge of needs associated with various types of event set-ups and support.
- Requires thorough knowledge of proper English usage, grammar, spelling, and punctuation.
- Requires interpersonal skills using tact, patience and courtesy.

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- Requires a thorough knowledge of District organization, operations, policies, and objectives.
- Requires a thorough knowledge of modern office practices, procedures and equipment.

Abilities

- Ability to keep accurate records and maintain their security and confidentiality.
- Ability to maintain a customer service approach, handling customer concerns and questions in a tactful, service-oriented manner.
- Ability to work under pressure, handling multiple tasks in an efficient, orderly manner.
- Ability to recognize District security needs in the issuance of keys and alarm codes.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to work independently with little direction.

Physical Abilities

PHYSICAL ABILITIES

- The incumbent must be able to function indoors engaged in work of primarily a sedentary nature, and to accomplish the following, with or without reasonable accommodation. Requires near visual acuity to write and read printed materials and computer screens. Requires sufficient auditory ability to carry on conversations in person and over the phone, and to hear sound prompts from equipment. Requires the ability to sit, often for long periods of time, to accomplish desk work, turn head and trunk to greet visitors, and to stoop, push, pull and reach to retrieve work materials. Requires the ability to use manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Working Condition

WORKING CONDITIONS

- Work is performed indoors where minimal safety considerations exist.

Department Facilities and Construction - Maintenance

Job Category Classified

Assignment Full-Time

Percentage of Time 100%

Months per Year 12 months

Work Days per Week

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M-F

Work Schedule per Day M-F 7:00 am - 3:30 pm

Work Shift Days

Bargaining Unit Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

About Transcripts

ABOUT TRANSCRIPTS

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

SELECTION PROCESS

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an

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interview.

- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

Quick Link <https://employment.citruscollege.edu/postings/1087>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Facilities and Construction - Maintenance
Citrus Community College

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