Security Systems Specialist, Electronic Access

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Security Systems Specialist, Electronic Access

Electronic Access, Physical Resources

Hiring #: 2021-0333

Please read the Application Instructions [1] before applying

Reporting to the Manager, Information Technology Services, Physical Resources, the Security Systems Specialist, Electronic Access (EA) will work as part of a team to implement, support, and advance EA solutions for the University of Guelph main campus.

The Security Systems Specialist, EA will support and customize the growing number of specialized EA services that are hosted on the main campus, interfacing with the University’s Computing and Communication Services infrastructure team and the Campus Community Police to co-create an optimal working environment for the electronic access systems, including cameras (CCTV) across main campus buildings. The incumbent will work closely with EA administrators, security software vendors and installers to maintain and scale the infrastructure to meet the needs of the EA installations on campus and to integrate ideas and system requirements to ensure a well-functioning electronic access system.

The incumbent supervises two full-time Electronic Access System Administrators. The incumbent will also function as part of the Physical Resources IT team, working within established policies and guidelines, as well as using professional judgement to implement and advance IT solutions for the Directorate, particularly with respect to electronic access, including providing support, functional guidance, solutions and recommendations to Physical Resources employees at all levels, and determining any need for escalation. Routine contacts include IT staff across campus, senior Physical Resources administrators, vendors, suppliers, and contractors. The incumbent will perform other associated duties as assigned. Occasional evening or weekend work may be required, some of which may be on-site.

Requirements of the position include: an undergraduate degree in Computer Sciences or related field and several years of related experience, including a background in security installation and coordination, or an equivalent combination of education and experience. A background in electronic security administration, specifically access management software such as Genetec Systems is required. Hands-on experience with HID electronic door controllers, electronic door locks, security cameras, and related electronic access components is required. The Security Systems Specialist, EA must possess skills necessary to support, maintain and foresee required enhancement needs with respect to electronic access applications, systems, hardware and services that directly impact the University’s business and maintenance systems and the needs of its staff. Supervisory and project management experience with an understanding of large post-secondary IT environments would be an asset.

Additional requirements include: demonstrated technical competence in all areas of IT, e.g. complete range of computer hardware and peripherals including but not limited to: MS Windows based desktop PCs, MS Windows based servers, embedded programmable logic controllers, and fiber-optic storage solutions. Familiarity with Windows 10, Windows Server 2016+????, Windows C/C#, MS RDP, Autodesk Fusion360, 3D printing, MS Excel, MS Word, VISIO, and MS Office 365 along with a working knowledge of TCP/IP networking and troubleshooting, DHCP services, and VLANs is desired.

This appointment is regularly performed on-campus but will be initially fulfilled both remotely (off-campus) and on-campus until the University resumes its regular operations.

Position Number 837-004
At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 07 12
Closing Date: 2021 08 09

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