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**BOARD AGENDA ITEM**

Information/Discussion \_\_\_\_\_

Future Action \_\_\_\_\_

Action   X  

Item: New Facilities Position (Replacing a Maintenance Technician)

Submitted by: Russell Bray

Date:   3/9/2026  

Recommended by: Kevin Philipps *KP*

Board Meeting Date:   3/16/2026  

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**RECOMMENDATION:**

It is recommended that the Kent ISD board approve the creation of one Maintenance Specialist – Access Control position within the Facilities Department. This creation of this position will eliminate the open Maintenance Technician position.

**BACKGROUND:**

The Maintenance Tech position formally filled by Brad Kemerly has been open since Brad moved into the Lead Groundskeeper role in 2025. In review of the position, it was determined that hiring a staff member with knowledge and background in digital access control (card readers, software, integration with camera and fire alarm systems) as well as physical door hardware (locks and keys, openers, etc.) would greatly reduce the amount of service calls needed for these systems and allow faster response time to our schools and other facilities.

This Maintenance Specialist position would start one to two grades higher than the open Maintenance Tech position, depending on a successful candidate's credentials and experience.

Attached:

- Job Description: Maintenance Specialist – Access Control

**Title:** Maintenance Specialist (Access Control)  
**Department:** Facilities & Operations  
**Reports To:** Facilities Maintenance Supervisor  
**Classification:** Classified – Grade VI or VII (subject to credentials and experience)  
**Terms of Employment:** 12-month position subject to all rules and regulations covering classified personnel  
**Positions Supervised:** None

## **BROAD STATEMENT OF RESPONSIBILITY**

The Maintenance Specialist (Access Control) is responsible for ensuring the reliability, functionality, and security of district-wide access control and integrated security systems to support safe and secure learning environments. This includes the installation and service to low-voltage card access and related systems as well as physical lock/key and door hardware systems throughout the district.

## **GENERAL RESPONSIBILITIES**

- Install, configure, and maintain access control systems, including card readers, keypads, door hardware, and control panels.
- Perform system programming and software configuration for access control platforms.
- Troubleshoot and repair system components, wiring, and network connectivity issues.
- Install and terminate low-voltage cabling.
- Integrate access control systems with CCTV, intercom, and alarm systems.
- Test systems to ensure proper functionality and compliance with design specifications.
- Provide on-site service calls, preventive maintenance, and emergency support as needed.
- Maintain accurate documentation of installations, service reports, and system configurations.
- Inventory, service, and maintenance of physical lock and key systems.
- Ensure all work complies with district policies, safety standards, and applicable local codes.
- Train clients and staff on proper system use and basic troubleshooting procedures.
- Collaborate with IT, Facilities, and building administrators to support district-wide security initiatives.
- Maintain tools, equipment, and inventory necessary for assigned responsibilities.

## **QUALIFICATIONS / TRAINING**

- High school diploma or GED required (technical certification preferred).
- Minimum of five (5) years of experience in access control, security systems, or low-voltage installation.
- Experience with major access control platforms (Avigilon and ACM are prominent throughout the district).

- Knowledge of low-voltage wiring, networking fundamentals, and door hardware.
- Ability to read and interpret blueprints, schematics, and wiring diagrams.
- Strong troubleshooting and problem-solving skills.
- IP networking knowledge required.
- Experience with structured cabling systems.
- Certification in access control or related security systems preferred.
- OSHA and/or other industry related certification preferred.
- Strong customer service and communication skills.
- Ability to work independently and as part of a team.

### WORKING CONDITIONS

- Field-based position with travel to multiple sites throughout the region.
- Work performed in both indoor and outdoor environments.
- May require work in mechanical rooms, ceilings, lifts, and other construction-related settings.
- Occasional after-hours or emergency service work may be required.
- Must be able to lift and carry equipment and materials consistent with job demands.

### ESSENTIAL FUNCTIONS

CONSTANT: Activity performed 67–100% of time per day

FREQUENT: Activity performed 24–66% or 2/3 of day

OCCASIONAL: Activity performed 10–30% or 1/3 of day

RARE: Activity performed 1–10% or 1/6 of day

Activity	Rare	Occasional	Frequent	Constant
Floor to Waist Lift	100 lbs	80 lbs	50 lbs	
Waist to Shoulder Lift	40 lbs	25 lbs	17 lbs	
Overhead Lift		10 lbs		
Horizontal Lift	80 lbs	35 lbs	17 lbs	7 lbs
Carry (Front Carry)	30 lbs	25 lbs	12.5 lbs	
Push (Horizontal Tractive Force)	40 lbs	30 lbs	25 lbs	12.5 lbs
Pull (Horizontal Tractive Force)	30 lbs	25 lbs	12.5 lbs	10 lbs
Power Grip – Right	19 lbs	16 lbs	10 lbs	5 lbs
Power Grip – Left	19 lbs	16 lbs	10 lbs	5 lbs
Reach – Overhead (R/L/Lateral)			X	
Squat – Sustained			X	
Squat – Repetitive			X	
Bend				X
Head/Neck – Flexion			X	
Head/Neck – Rotation			X	
Head/Neck – Static Flexed Position			X	

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.