Physical Plant – Locksmith

Possess the skills and knowledge of the locksmith trade. Perform all work necessary for maintenance and repair of all entry systems.

Qualifications:

- High School diploma required.
- Previous experience would be beneficial.
- Must have the highest level of character due to the nature of position involving unlimited access to University, security and confidentiality.
- Must be self-starter and able to work without constant supervision, make reliable decisions, and have good judgment.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functions.
- Support goals of Department.
- Must be dependable and have good attendance.
- Must be available to work overtime to support the University’s needs including, but not limited to snow removal, special events, and emergencies.
- Must have good interpersonal skills and the ability to work within a culturally diverse organization.
- Must have valid Driver’s license.
- Must be able to exert 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and or/up to 10 pounds constantly to move objects.
- Must have ability and knowledge for safe operation of power tools as supplied by University.

Essential Duties and Responsibilities:

- Execute work orders or receive instructions from the Manager to determine scope of job.
- Demonstrate skills and knowledge to perform work associated with trade, including but not limited to doors, locks, entry systems, etc.
- Able to work from plans or blueprints.
- Ability to install doors and/or door hardware and perform all lock/entry system repairs.
- Possess tools of trade as specified in CBA.
- Install and repair locks.
- Install and repair panic systems.
• Install and maintain keyless entry systems.
• Gauge, create and duplicate keys.
• Maintain computer database of keys, codes, locks and respective locations.
• Pinning and re-pinning of lock cores.
• Install, repair and adjust door closers.
• Install, repair and adjust doors.
• Install, repair, adjust and maintain inventory of all hardware, parts and equipment associated with safe, efficient operation of passage entry systems.
• All other relevant duties as assigned.

**Working Conditions:**
Work is performed in a University campus environment. The employee is subject to inside and outside environment changes.