

# Classification Specification: Locksmith Specialist

Classification Number:	52863	Pay Grade:	27
Effective Date:	August 26, 2019	Current Exemption Status:	Nonexempt

## Position Summary

Under general supervision of Building Maintenance Superintendent, Plant Maintenance Engineer or other administrative supervisor, installs, repairs and replaces locks and locking devices. Maintains security of keys. Serves as lead worker, including providing work direction and training of skilled and semi-skilled employees. Prepares and maintains or oversees preparation and maintenance of work related documentation.

## Essential/Primary Duties

- Installs, repairs and replaces cylinder and key locks, door closers, panic bars and related locking hardware devices.
- Maintains security of keys and serves as lead worker, providing work direction and training of skilled and semi-skilled employees.
- Makes new keys for doors, fire alarm boxes and other items. Supplies keys for locks to desks and file cabinets. Oversees key issuance to staff. Performs repair work on doors, hinges and opening devices. Oversees inspection, installation, repair and parts fabrication of locks in doors, cabinets and safes. Inspects locks for wear and malfunction. Changes locking devices for security purposes. Repairs and installs electric locking devices.
- Prepares, maintains or oversees preparation and maintenance of work related records, documentation and reports. Keeps records of all door locks within facility. Assists in keeping records of keys issued and return of keys upon employees' termination. Maintains key identification numbers. Maintains inventory for parts, materials and equipment needed, and prepares requisitions for ordering same. Maintains cost estimates of materials. Maintains instructional materials and catalogs. Prepares required reports and responds to work orders and information requests.
- Implements and manages preventive maintenance and repair programs for access control systems. Maintains records and linkage of appropriate information with computerized maintenance management system (CMMS). Documents efforts, manages workflow, updates databases.
- Maintains the computerized electronic access control system for University facilities including more than one electronic access control system. Includes monitoring, programming, back-up, maintenance, equipment inventory and inventory management, replacement, inspections, hardware and software upgrades, and training. Includes installation, operation, maintenance and troubleshooting of access control system hardware.
- Communicates with Campus offices for the purpose of programming centrally, electronically-controlled access for designated personnel to University facilities
- Plans, develops and implements computerized electronic access control and security systems including industry standard and compliant upgrades, cost estimates, renovation consultation, development and integration into University-side system.
- Obtains information from Security systems to assist with investigations.
- Performs various miscellaneous tasks.

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## Experience and Education

### Experience

- One to two years related experience required

### Education

- High school diploma or GED required
- Some training and experience in electronics, access control systems, security systems required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

## Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.  
Ability to work on ladders and climb up to 20 feet.

## Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to perform basic computer programming

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

Locksmith and other staff

### Part-Time

None

## Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.