

Classification Specification: Sr. Locksmith

Classification Number: 52862
Effective Date: 04/14/2014

Pay Grade: 26
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.
- Performs various miscellaneous tasks.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED 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.

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

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

Locksmith 1 and other staff

Part-Time

None

Responsibility for Student Workers

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