Job Position Description

Job Title: Locksmith Assistant

A. Main purpose of the job: Assist Physical security changes, cutting and maintaining keys and related equipment.

B. Primary responsibilities or key duties of the job (tasks performed regularly):
   1. Perform lock changes in all facilities under University responsibility.
   2. Maintain and update all Physical Security records pertaining to key system databases.
   3. Run weekly and monthly database reports.
   4. Other duties as assigned.

C. Additional duties (tasks performed occasionally):
   1. Assist in the testing of fire alarms and pumps.
   2. Assist with databases of alarm codes.
   3. Complete the back-of Physical Security system.

D. Basic qualifications:
   1. Able to stand, walk, bend, stoop, kneel, reach, lift, push and carry up to 50 lbs
   2. Willing and able to follow directions and work independently
   3. Maintain valid driver’s license and be insurable by BGSU
   4. Familiar with MS Office programs, including Word and Excel

E. Additional information:
   1. Mechanically inclined