Position Summary

Under general supervision of Building Maintenance Superintendent or other higher-level supervisor, performs routine locksmith work and maintains related records and documentation.

Essential/Primary Duties

- Installs, repairs, changes and opens cylinders and key locks.
- Cuts and issues keys.
- Inspects, oils, lubricates and adjusts locks and locking devices, including changing combinations on safes, replacing tumblers or padlocks, repairing electronic locking devices, installing deadbolts and making master locks and keys.
- Maintains or assists in maintenance of office records, work orders and inventory, including assisting in keeping records of keys issued, ensuring keys are returned upon employee termination, making key assignments within departments, keeping records of location of all door locks and keys and taking inventory.
- Performs various miscellaneous repair, maintenance or other miscellaneous tasks, including assisting Carpenter in maintaining doors and door hardware, assisting Carpenter in estimating costs, and interpreting blueprints.

Experience and Education

Experience
- Three to six months 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.
Classification Specification: Locksmith

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
— Knowledge of basic computer skills
— Ability to operate computers and peripheral equipment such as printers
— Ability to draft office correspondence
— Ability to operate hand and/or power tools appropriate to the trade
— Ability to read and interpret schematics and blueprints

Supervisory Responsibility

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<th>Full-Time</th>
<th>Part-Time</th>
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<td>Providing Direction</td>
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Responsibility for Student Workers

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