



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