

## **LOCKSMITH Job Description**

**CATEGORY:** PLANT OPERATIONS  
**POSITION LENGTH:** FULL-TIME  
**FLSA STATUS:** NON-EXEMPT  
**SALARY RANGE:** 62

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

### **JOB SUMMARY**

Performs master journey-level work in the installation, repair, remodel and maintenance of manual and automated locks, locking systems and security devices; computerized access control systems; door openers, closers and hardware. Also performs general maintenance duties on campus properties, as necessary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Installs, maintains, repairs and adjusts all types of commercial lockable hardware and their components such as doors, automatic electric door, windows, lockers and magnetic keying systems to ensure safety of campus facilities.
- Produces and/or modifies hardware for locks.
- Makes new keys; replaces broken or lost keys.
- Designs and maintains master key system.
- Designs, modifies, and implements security policies and procedures.
- Designs, implements and maintains a preventative maintenance program.
- Maintains appropriate service and repair records.
- Cleans, maintains, adjusts, calibrates and services equipment used in the performance of duties.
- Monitors work done by outside contractors for adherence to state and federal code requirements and reports back to supervisor.
- Responds to routine and emergency calls for repairs and service.
- May train and direct the work of other classified staff in the area.
- Assists and serves as back up to other Facilities employees who perform duties as a General Maintenance Worker.
- Constantly monitors surroundings and health hazards and reports same to supervisor.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas

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Southmost College (TSC).

- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of department-level outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Thorough knowledge of the practices and procedures of the methods, materials and tools used in the locksmith trade, including complex access and control systems
- Thorough knowledge of all types of locks, fastening devices and related hardware.
- Working knowledge of electrical locking and security systems and devices, applicable code requirements, including those regulations pertaining to fire exits and door hardware.
- Ability to work from plans and specifications.
- Ability to use safety precautions and acceptable practices followed in the maintenance of tools, machinery, and equipment, as well as the installation of electronic and mechanical equipment.
- Knowledge of OSHA safety regulations.
- Must be able to perform journey-level commercial locksmith work, including using features of applicable access control systems.
- Must be able to read and work from plans, drawings, and blueprints as appropriate to trade.
- Must be able to maintain master locking systems records.
- Excellent customer service skills and interpersonal skills.
- Ability to follow oral and written instructions
- Ability to interpret campus maps and basic drawings.
- Ability to use a computer for email access.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Ability to perform and knowledge of general maintenance worker duties.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

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- A high school diploma or the equivalent.
- Three years as a journey-level locksmith in a commercial, industrial, or facilities operations setting.

### **SPECIAL INSTRUCTIONS**

- Successful candidate must be able to work in all kinds of inclement weather and must be able to work weekends.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Completion of a private, military or trade school apprenticeship program that includes theory and on-the-job work experience in the locksmith trade.

### **CERTIFICATES AND LICENSURES**

- Valid Texas driver's license is required or ability to obtain within 90 days of hire.
- Forklift certification preferred.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a high school diploma or the equivalent?
  - Yes
  - No
3. \*Do you have three (3) years as a journey-level locksmith in a commercial, industrial, or facilities operations setting?
  - Yes
  - No
4. \*Are you able to work in all kinds of weather and work on weekends?
  - Yes
  - No
5. Have you completed a private, military or trade school apprenticeship program that includes theory and on-the-job work experience in the locksmith trade?
  - Yes
  - No
6. \*Do you have a valid Texas driver's license or can you obtain it within 90 days of hire?
  - Yes
  - No
7. Do you have a forklift driver certification?
  - Yes
  - No