Locksmith
Physical Plant

POSITION SUMMARY: The Locksmith maintains all door hardware in all university buildings.

ESSENTIAL FUNCTIONS:
- Install new locks and door hardware as needed. This would include new construction, remodeling projects, breakage, etc.
- Repair locks. Disassemble locks and replace worn tumblers, springs, and other parts, as needed.
- Repair and adjust door mounted closers and floor closers.
- Rekey locks for security purposes; change lock combinations.
- Make and index keys.
- Maintain hinges, closers, and all related door hardware.
- Keep accurate and up-to-date record of all keys and locks.
- Program and make repairs to Northern Computerized Locking system as needed.

QUALIFICATIONS:
- Associates Degree in Electronics, or combination of Technical degree
- Computer literacy skills
- Five (5) years of experience as a commercial Locksmith

REPORTS TO: Supervisor of Building Maintenance and Operations
FLSA STATUS: Full time; non exempt