Head Locksmith

Job Code 00007102

General Description
Responsible for installing, repairing, re-keying and maintaining all locks on campus.

Examples of Duties
Maintain up to date key lock inventories by ordering, stocking and recording
Cut, issue and maintain inventory of all keys
Maintain vendor relations
Develop and maintain key system
Document existing key system
Supervise and train student workers
Assist in punch list for new and remodeled buildings
Install security plates
Cut and issue keys for all locks on campus
Maintain and operate key cutting machines
Install and/or repair panic bars, closers and locks on all campus buildings
Identify and return lost keys
Operate University vehicles
Perform other duties as assigned

Knowledge, Skills, and Abilities
Ability to: Read blueprints, floor plans, key schedules, catalogs, and key code books, to write contracts, key receipts, key catalogs and time sheets, to perform basic math.
Skill in: Interacting courteously with faculty, staff, students.
Knowledge of: Mechanics of door-hardware, of key code manual, of maintaining and operating key machines, of master keying locks.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/20/2012