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