

MORGAN STATE UNIVERSITY JOB SPECIFICATION



LOCKSMITH

Class Code: 06953 FLSA Code: N/E (Non-Exempt)

Pay Range: 9

JOB SUMMARY

Under general supervision, performs locksmith work at the journey level. Installs, repairs and maintains locks, locking systems, door closures and locking devices on all types of doors and equipment.

PRIMARY DUTIES

1. Installs, repairs, rebuild and open mechanical and electronic locks, locking systems, door closures and locking devices.
2. Inspects, evaluates, and repairs and/or replaces door hardware systems to assure proper operation. Assists with the installation of doors.
3. Cuts new or duplicate keys using key capping machines according to specifications.
4. Disassembles locks, such as padlocks, safe locks and door locks; repairs or replaces worn tumblers, springs and other parts. Inserts new or repaired tumblers into lock to change combination.
5. Provides advice regarding the type of hardware to use on doors casings.
6. Prepares estimates of time, labor and materials. Prepares reports reflecting daily operations and project status.
7. Maintains automated and manual records; files, codes, and assures safety and security of campus locks and keys. Prepares departmental reports as necessary.
8. Operates and maintains hand and power tools and equipment of the locksmith trade. Cleans work area upon completion of project.

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9. Provides guidance and training in the locksmith trade to other maintenance personnel. May have lead responsibility on special projects.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS:

EDUCATION: Four years progressively responsible experience in the locksmith trade.

REQUIRED KNOWLEDGE/ SKILLS/ABILITIES:

Comprehensive knowledge of and skill in the methods and techniques used in the repair, maintenance and installation of locks, keys, locking system and door closures. Thorough knowledge of and skill in basic mathematics including area, volume, weights, and the practical application of fractions, percentages, ratios, and proportions; of OSHA regulation related to locksmith trade. Skill in the use and maintenance of the tools and equipment of the locksmith trade; in pinning lock tumblers in order to key locking systems and devices to individual suit, master, and grand series. Ability to understand and follow complex oral and written instructions; to prepare summaries and reports; to maintain manual and follow complex oral and written instructions; to prepare summaries and reports; to maintain manual and automated records of key recipients and respective key codes; to communicate effectively; to work in, on, around, over and equipment and machinery; to work at heights up to 35 feet; to manipulate heavy equipment and machinery; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year experience.

CONDITIONS OF EMPLOYMENT:

Candidate selected for employment may be subject to medical inquiries and/ or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be subject to a security background check and much is available for emergencies on an as needed basis.