

University of Wisconsin-Superior  
POSITION DESCRIPTION  
**Locksmith – Journey**

**POSITION SUMMARY:** This position is responsible for the overall maintenance and care of the academic and auxiliary lock work, security and keying systems and maintenance of the campus parking meters. This position will install, repair, replace, re-key and adjust mechanical and electrical locks and electronic access control systems, fabricate and install related door components and hardware. This position reports directly to the Superintendent of Buildings and Grounds.

35%

**A. Lock work related to securing of campus buildings, Auxiliary Services and departmental environments.**

1. Dismantles and repairs lock cylinders and locksets. Rekeys cylinders to meet new locking requirements.
2. Establishes and maintains keying systems and records to assure compliance with the established keying criteria and required safety and security requirements.
3. Operates key machine, drill press and other metal working tools necessary to repair or fabricate parts for locksets and door hardware.
4. Fabricate keys; install proximity readers.
5. Changes combinations and repair dial locks on safes and cabinets. Change combinations of push button locks.
6. Assist in the specification of new security systems.

35%

**B. Maintain Doors and Door Hardware.**

1. Installs new doors and door hardware. Repairs broken or malfunctioning doors and door hardware including panic bars and latches.
2. Install and maintain handicap power door operators; ensure doors operate according to fire and ADA codes.
3. Maintain automatic handicap operators for proper operations.
4. Assist in the specification of new doors and hardware.
5. Install and maintain mortise and key-in-knob locks.
6. Re-pin old and new pin tumbler lock cylinders.

10%

**C. Provide Assistance to Parking Services.**

1. Monitor and repair malfunctioning parking meters.
2. Fabricate keys and ensure proper inventory keys are on hand for check out..

10%

**D. Provide necessary assistance to Carpenter Shop.**

1. Assist Craftsman Carpenter in installing new or repaired doors.
2. Other assigned work involving tasks related to the Carpenter Shop duties.

10%

**E. Maintain Campus Key Records.**

1. Maintain all records of campus keys and security systems.
2. Maintain and update computerized system for keying.

3. Maintain key inventories and work records.

**KNOWLEDGES/SKILLS:**

Certified or an equivalency of time in the field of Locksmith and its associated hardware.

Working knowledge of electric and mechanical timers and associated devices.

Knowledge of battery and electrically operated door alarms and handicap operators..

Ability to read and comprehend written and spoken English.

Job safety and occupational hazards.

Judgment and decision making skills.

Possession of a valid driver's license and the ability to operate a state vehicle.

Critical thinking, problem solving and trouble shooting skills.

Use of hand to handle, control, feel objects and operate tools with precision.

Building, construction and mechanical knowledge.

**PHYSICAL ABILITY:**

Requires possible heavy lifting to OSHA standards of 50 pounds, and at times above the shoulders.

Maintains a positive work atmosphere by behaving and communicating in a cooperative manner with customers, students, co-workers and supervisors.

Must be able to bend, stoop, kneel and climb up and down ladders and scaffolds without any impairment.

This position may require working outdoors, exposed to all weather conditions.

This position may expose worker to sounds and noise that are distracting and uncomfortable.

This position will wear special work clothing and common protective or safety attire or equipment as directed by department guidelines and/or supervisor.

Ability to pass Pre-Employment Job Function Assessment and Criminal Background Check.