Locksmith

JOB PURPOSE

Installs and repairs locking devices and access systems in campus facilities in accordance with relevant codes and standards.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Installs and maintains locking devices, including automatic door operators and controls. Installs, programs, and maintains hard-wired electronic access systems and stand-alone electronic access systems. Installs and maintains all door closing devices and controls. Installs and repairs panic bars.

Installs and maintains door bell and alert systems. Installs and maintains door sweeps and silencers.

Disassembles mechanical or electrical locking devices and repairs or replaces worn tumblers, springs, and other parts, using hand tools.

Cuts keys, re-keys and re-cores locks in buildings and facilities.

Creates and maintains records of work performed and materials used. Maintains files documenting mechanical and electrical lock changes and keys issued to employees and vendors. Assists customers with identifying key, lock and security needs; trains customers on systems once installed. Records combinations and lock changes in code books; cracks safes when necessary.

Maintains inventory of frequently used parts.

Performs other general building maintenance as needed.

Participates in the training of apprentices and/or other workers as needed.

Drives vehicles as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and ability to use materials, methods/principles and tools specific to the needs of the Locksmith trade.

Knowledge of applicable building codes, regulations or ordinances.

Ability to operate a computer.

Ability to work in safe and efficient manner.
Ability to read and interpret drawings, blueprints and/or schematics.

MINIMUM REQUIREMENTS

Education: High school diploma or GED.

Experience: Certificate in relevant DOL apprenticed trade OR five years verifiable journey level experience.

Licenses: Valid driver’s license with ability to be insured by Indiana University. May be required to acquire and maintain a material-specific abatement certification, supervisor certification or other required certifications.

PHYSICAL REQUIREMENTS

Standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS

Most time spent indoors but possible exposure to extreme hot or cold temperatures for one hour plus when working outdoors.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.