

Sam Houston State University Human Resources

Staff Classification Description – Locksmith

Skill Category: Skilled Crafts
Position (Employee) Class: 4N210 (N1)
Grade: 9
Date: 11/2014

Department: Physical Plant

Educational & Experience Requirement: High school graduate or G.E.D. Prefer vocational training related to job duties. Minimum of five years experience as journey level locksmith. To perform key duplication, repair locks, re-key locks, and keep a hierarchy of key records to ensure security of facilities. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides a full range of journey level locksmith skills.

Supervision Given & Received: Work is performed under the general direction and may supervise related craftspersons or student assistants on the job.

Primary Responsibilities: Installs and repairs assignments, works from prints, sketches or verbal instruction. Plans layout, cost estimates, and material ordering. Makes keys for padlocks, doors, lockers, desks and cabinets. Selects key blanks and cuts and fits keys to locks. Unlocks locks when keys are lost or broken. Changes the combination and resets locks for more than one key. Installs, maintains, adjusts, services and resets all types of locks and locking equipment. Performs other related duties as assigned.

Other Specifications: Working knowledge of all tools incidental to locksmith work. Catalogues key hierarchy in computer database. Tasks may require working at heights, in limited work spaces, and indoors or outdoors with exposure to weather. Will need to coordinate work with University contractors performing work on facilities.

Must be available to work hours other than the official, standard University work day or week as scheduled or called out for emergencies or special events. Position requires driving and operating a university vehicle, therefore, a valid Texas driver license and driving record acceptable to the University's insurance carrier is required.

Uniforms and identification badges are provided by the University according to departmental policy.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.