

University of Houston – Clear Lake

Position Description

Job Title: **Locksmith**

Job Code: **9530**

Pay Grade: **120**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience		One year experience as a locksmith.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Responsible for planning and setting up mechanical lock systems and interacting directly with end users to meet their needs. This includes installing cores, recombine and adjust locks and coding, key cutting and duplication. In addition, documentation of cores, keys and the issuance of same are handled with the use of computer software.

Duties and responsibilities	% Time
Maintain the integrity of the key system with daily, weekly and monthly entries.	15
Research, cut/make, maintain and issue keys to and return keys from employees, students and others.	15
Research, maintain and create and recombine lock cores for doors, cabinets, pad locks, student lockers and other locking devices. Inspect key and locking systems for all buildings; assist in changing combinations of safes, vaults and locks; perform emergency keying and opening services on locks and safes.	15
Maintain records of key assignments and locks within a computer aided program.	15
Maintain an inventory for all needed keys, locks, cores, internal lock parts, tools, equipment and supplies. Use and maintain hand and power tools such as lock picks, drills, metal grinders, etc., operate key duplicating machine, drill press and other power and hand tools required for accomplishing work.	15
Assist with dispatch duties as staffing demands dictate. Serves on a special emergency ride out crew during emergencies such as during floods, hurricanes, etc. Performs other duties as assigned.	15
Consult with campus personnel in determining their key needs. Estimate cost of proposed locking revisions.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.