

The University of Texas at San Antonio

Job Description

Job Title: Locksmith
Code: 15368
Salary Grade: 56
FLSA Status: Non-Exempt
Department/Division: UTSA Police
Reports To: Locksmith Leader

Summary

- Function: To provide journeyman level skills in the repair, resetting, and installation of locking devices and the manufacture of keys.
- Scope: Responsible for repairing, rebuilding, and resetting locks and for cutting keys for locks in buildings, cabinets and lockers.

Duties

- Typical:
 1. To provide journeyman level locksmith duties to include making keys for padlocks, doors, lockers, desks and cabinets; selecting key blanks, 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; and cleans, changes, adjusts, services and resets all types of locks and locking equipment.
 2. Installation and maintenance of computerized lock systems.
 3. Completes work orders to show work done; provides maintenance advice to faculty and staff.
 4. Perform other duties as assigned.
- Periodic:
 1. Cleans and oils machines used in locksmith and machine work.
 2. May provide training and guidance to other locksmiths.
 3. Rebuild locks.

Education

Required	Preferred
High school graduation or GED.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Three years of skilled/journeyman level experience as a locksmith.	Four or more years of skilled/journeyman level experience as a locksmith.

Equipment

Required	Preferred
Skill in the operation of key cutting machines and various hand tools of the locksmith trade.	N/A

Working Conditions

Usual	Special
Some stooping and bending required in carrying out assignments.	N/A

Supervision

Received	Given
Assignments are received in the form of work orders. Work is performed independently or under limited general supervision.	May give training and guidance to other locksmiths.

Accuracy

Proficiency in all phases of duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
