JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Locksmith

Job Code: 7343

Salary Grade: S08

FLSA Status: Non-Exempt

Job Family: Service/ Crafts/ Trades

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Under general supervision installs, performs repairs, and upkeep maintenance to all locks, keys, key systems, card systems, and associated hardware in the architectural, structural elements, and furnishings.

- Installs, services, and repairs various locks, locking mechanisms, and security devices.
- Installs, maintains, and repairs door hardware, weather stripping, kick plates, and various pneumatic closing fixtures.
- Disassembles locks and locking mechanisms to repair and replace worn tumblers and springs.
- Cuts new or duplicate keys and stamps with identification numbers/letters. Issues keys and maintains a record of keys issued and returned.
- Completes and maintains reports of work performed, parts replaced, and amount of time spent.
- Performs various duties as needed to successfully fulfill the function of any site support position to include assisting any skilled trade.

Minimum Requirements

Education:

Required: Vocational or Technical School training in the field of Locksmithing.

Equivalency/Substitution: Will accept 18 months of related experience in lieu of Vocational or Technical School.

Experience:

Required: 12 months experience in commercial and/or residential Locksmithing.

Required Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days of hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced knowledge of keys, keyways, key manufacturers, key duplication machines, and key duplication techniques
- Advanced knowledge of function, grades, and the methods of installation of locking hardware
- Skilled in the use of hand and power tools common to trade
- Ability to cut and issue keys, re-key, install, and repair locks and hardware
- Knowledge of key codes and master keying techniques
- Knowledge of commercial and residential locking systems
- Ability to communicate verbally and in writing
- Customer Service
- Ability to be organized and maintain records

Working Conditions

Physical:
Stand, stoop, bend, and reach for prolonged periods. Use of locksmithing tools. Manual dexterity. Ability to lift up to 25 lbs.

Environment:
Exposure to dust and odors. Safety measures should be used when using tools.

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