

## LOCKSMITH\*

### **Function of Job:**

Under general supervision of designated supervisor, to perform duties involved in the maintenance, repair and alteration of architectural hardware for campus buildings/structures.

### **Characteristic Duties and Responsibilities:**

1. Cut/issue keys to authorized personnel.
2. Maintain inventory of supplies/equipment, including key blanks, lock parts, knobs and cylinders, and prepare requisitions for new purchases.
3. Maintain/repair different types of building locks, including cylindrical, unit, mortis and rim, and reload cylinders.
4. Maintain/repair locks on desks, file cabinets, display cases, etc.
5. Repair, maintain and reload cylinders for locks in master key system.
6. Repair/reset combinations of safes and security files.
7. Make emergency repair of locks and open doors under emergency conditions, as required.
8. Maintain accurate records of hardware installations and keys issued to persons/departments in each building.
9. Assist supervisor in maintaining Master Key Systems for college/university security.
10. Pick locks for which keys have been lost and fabricate new keys by making impression from lock.
11. Fabricate or repair parts, levers and springs for locks by welding, filing, soldering, bending, drilling and lapping.
12. Interpret hardware schedules, blueprints, plans, sketches, work orders, etc., in determining established applicable hardware specifications.
13. Perform other related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation or equivalent and four years of related experience as a locksmith.
2. Ability to interpret plans/blueprints and to understand hardware schedules.
3. Willingness to respond to off-hour calls for emergencies requiring entrance to facilities when normal functioning of hardware fails.
4. Sufficient physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather for prolonged periods of time.
5. Must be able to wear and use appropriate personal protective equipment, as necessary.

10/27/95  
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System Approval

10/27/95  
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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

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\* Revised - original approved 6/12/75, 7/30/80 and 7/27/83.