

Supervisor-Locksmith Services*

Function of Job:

Under general supervision of designated supervisor, supervise lock shop operations to provide a secure campus, including monitoring budget and supplies, supervision of personnel and all services related to the maintenance, repair and alternation of architectural hardware in college/university buildings and structures.

Characteristic Duties and Responsibilities

1. Plan and supervise work of assigned personnel of the lock shop, which is responsible for repair, maintenance, installation and issuance of hardware and cutting of keys.
2. Maintain budget and track expenses generated by lock shop operations.
3. Instruct carpenters in the proper installation of door hardware devices and advise on door specifications/special installation techniques.
4. Coordinate work of the lock shop in support of other trades.
5. Supervise the maintenance of accurate records of hardware installation and keys issued.
6. Maintain inventory, handle special orders, purchase supplies as needed, and evaluate contracts and work of outside services as assigned.
7. Administer and maintain the master keying systems and related security for college/university and update/maintain policies and standards related to such security.
8. Maintain continuous training program for locksmith staff advising them of new developments/techniques in their field.
9. Assist with hiring and job performance evaluations.
10. Perform duties of locksmith as required.
11. Interpret hardware schedules, plans, blueprints, specification, work orders, etc; review plans for new constructions in compliance with hardware requirements of the college/university, approving for standards compliance (doors and hardware).
12. Inspect buildings periodically for hardware and doors that need replacement.
13. Perform related functions as required.

Minimum Acceptable Qualifications:

1. High School or Vocational School graduate or equivalent and five years of experience as a locksmith, including ability to understand and author hardware schedules, key schedules and master key systems.
2. Certification and bonding as a locksmith and/or other certifications as required by department.
3. Ability to interpret plans/blueprints.
4. Supervisory ability and effective communication skills.
5. Computer skills as required by department.
6. Willingness to respond to off-hour calls for emergencies requiring entrance to facilities when normal functioning of hardware fails.
7. Valid motor vehicle operator's license.
8. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
9. Must be able to wear and use appropriate personal protective equipment as necessary.

12-18-06
System Approval

12-18-06
Effective Date

*Revised-Original approved 6/12/75 and revised 7/30/80, 7/29/83, 5/20/88 and 12/21/92 as Head Locksmith/Supervisor – Hardware Services.

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.