



Job Description

Job Title:	Locking Hardware Technician	Grade:	H
Department:	Facilities Services	FLSA:	Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of standard maintenance tasks such as simple repair, painting and automobile maintenance related to the upkeep of college property and facilities.

Characteristic Duties and Responsibilities:

1. Performs preventive maintenance, such as inspection, cleaning, servicing, lubricating and repair both locks and door hardware and access control hardware as stated in manuals.
2. Installs commercial lockable hardware such as doors, closers, exit devices, electric strikes and mortise locks to insure safety of facilities. Troubleshoots electronic door operators and access control components and associated hardware.
3. Maintains college-wide lock and key policy to ensure the safety and security of both students and college employees. Communicates with immediate supervisor and/or unit VP for interpretation and enforcement of lock and key policies.
4. Cuts and issues new keys and replaces lost or broken keys as required by authorized college personnel. Modifies existing doors and hardware to adapt to new requirements of keying/access systems.
5. Designs and maintains masterkey/access system using automated key management program such as Key Wizard or comparable program.
6. Performs activities by using the automated work order system to track requests for maintenance and preventive maintenance
7. Cleans, maintains, adjusts, calibrates and services equipment used in performance of duties. Maintains locksmith/access shop to include ordering of materials, tools, and maintain inventory records.
8. Monitors work done by outside contractor and college employees for adherence to state, federal, ADA, and Life Safety Code requirements and reports to immediate supervisor and/or Unit VP.
9. Responds to emergency situations after hours for the purpose of resolving immediate safety and/or security concerns.
10. Performs a variety of tasks to recondition and repair the interior and exterior of buildings, and on facility equipment.
11. Replaces and repairs bathroom facilities and fixtures; repairs toilets, urinals, water fountains, and other plumbing fixtures.
12. Paints buildings, structures, and fixtures using brushes, rollers, and spray guns after determining proper coating and application method.
13. Obtains supplies and materials for assigned work.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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14. Performs other duties as assigned

Reporting Relationships:

Direction Received: Reports to the General Maintenance Supervisor

Direction Given: No direction or authority responsibility for the supervision of other employees

Minimum Requirements:

Requires a high school diploma or GED; Requires 2-5 years of work experience with door hardware and locksmith equipment and tools. Expertise and general knowledge regarding principles of key management and door operations and hardware.

Knowledge, Skills, Abilities and Worker Characteristics:

Mechanical abilities

Knowledge of general construction and maintenance procedures

Knowledge of the use of hand tools and equipment

Working Conditions:

Moderate physical effort required involving long periods of standing, walking, bending, kneeling, stooping, reaching overhead and periodic pushing, lifting and carrying items up to 25 lbs.; frequently traveling between buildings on campus or to other campuses; routine discomfort from exposure to moderate levels of heat, cold, moisture, air pollution, fumes, odors, poor ventilation, dust, chemical and mechanical hazards