Title: Master Locksmith

Pay Scale Group: 97H

Essential Function

Supervise the key shop; maintain lock system; maintain related records and inventory.

Characteristic Duties

1. Supervise and coordinate University key shop; assign work to locksmith staff; evaluate work of locksmiths; provides training; approves work schedules.

2. Coordinate all key system installations, change rekeying, etc. for the University complex; recommend appropriate locking devices; assure the security of locking systems and keys issues.

3. Prepare budget for department.

4. Supervise scheduling of routine maintenance.

5. Maintain inventory of parts and equipment; maintain all appropriate records related to lock systems, inventory, personnel, etc.

6. Perform related duties based on departmental need.

Unusual Working Conditions

- May be exposed to dirt, grease, noise and dust.

Minimum Qualifications

- High school/GED diploma; diploma/certificate from approved Locksmith correspondence school; three years experience as Locksmith in a large institutional setting to include experience in key coding for large and complex key systems and the operation of related equipment; six months experience with computerized record keeping and inventory control. Must have a current valid driver’s license with an acceptable driving record.

Last updated: April 2016