

# JOB DESCRIPTION



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**Position Title:** Locksmith/Building Maintenance Technician

**Department:** Facilities

**Employment Category:** Non-exempt Staff

**Primary Location:** Sierra Vista Campus or  
Douglas Campus

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE06

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**Position Summary:** The Locksmith/Building Maintenance Technician is responsible for assisting in the management of the master key and access control programs, for installing, maintaining, and repairing college facilities and equipment with emphasis on door systems, locks and hardware, and for assisting other construction trades with routine corrective and preventative maintenance, to include equipment installation and construction projects.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Installs, maintains and repairs all types of door locks, to include cylindrical, mortise, rim, deadbolt, cam and padlock; operate and maintain key-cutting machines; cut new keys and re-pin cylinders; maintains electronic access and exit control systems

Assists in managing the master key system and electronic access control programs; keeps accurate records of hardware changes and new lock installations; maintains user assignments of district wide key and keyless access control devices

Installs, maintains and repairs all associated door hardware, to include manual and electric exit devices, vertical rod latches, magnetic door holders, mechanical and automatic closers, hinges and strike plates; performs routine inspections to maintain the safety and security of buildings

Installs, maintains and repairs all interior and exterior doors systems, including the slab, frame, casing, jambs, mullions, threshold and sill; ensures proper fit and seal between the door, jambs and threshold; repair or replace door seeps or threshold as needed; adjust and lubricates door hardware and locksets

Maintains an inventory of supplies and equipment, to include key blanks, lock parts, levers, springs, standard core and IC cylinders; provide estimates for stock replenishment; maintain secure access to key room and key lock boxes; maintains tools and equipment in good working order, as well as a clean and organized work space

Assists with door system, hardware and lock set selection by reviewing drawings, blueprints, hardware schedules; adheres to trade quality work standards and practices, building codes, fire protection regulations and OSHA requirements

Performs construction work; assists with framing, drywall, door, window and suspended ceiling installation, flooring and painting; refinishes, repairs and installs millwork and furnishings; assists with rough-in and finish electrical work; performs plumbing repairs, upgrades and installations; assists with all other construction trades with preventative maintenance and corrective actions

No supervisory duties, must work within an assigned budget.

Performs other related duties as assigned

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**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

High School Diploma or equivalent, Associate's degree preferred

Certification/Licensure for specific trade(s), or craft, will be required within one year of hiring

Valid AZ Driver's License

Three years related experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of preventative and general maintenance

Knowledge of building codes, safety regulations, trade skills and work practices

Skill in the use of personal computers and related software applications

Advanced working knowledge of all facets of basic locksmithing

Advanced working knowledge of electronic access control technology

Ability to read and follow blueprints and schematics

Ability to use hand and power tools applicable to trade

Ability to install, troubleshoot, and repair both mechanical locking and electronic access control devices.

Ability to manage and coordinate the work of technical consultants and/or contractors

Ability to read, understand, follow, and enforce safety procedures

Ability to work both independently and in a team environment

Ability to foster a cooperative environment to work within the department, as well as with constituencies in other organizational units

**Work Environment:** Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. May work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards. May work with potentially hazardous chemicals to include, but not limited to, cleaning agents, sanitizers, fertilizers, pesticides, and herbicides.

**Physical Requirements:** Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Building and Grounds Manager

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.