

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Master Locksmith	<b>Job Code:</b>	94023
<b>Job Function:</b>	Staff	<b>Grade:</b>	08
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	5000 Facilities Management Division	<b>Date:</b>	7/12

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**Job Summary:**

Under general supervision from supervisor perform skilled locksmith duties. Serve as team leader and train others in proper work methods and procedures.

**Essential Functions:**

20% Install, replace, disassemble, adjust and maintain all forms of architectural hardware, such as panic bars, locks, cabinet locks, padlocks and pin cores. Repair furniture and file locks and stand alone electronic access control systems. Perform all tasks of the Locksmith and Assistant Locksmith.

20% Configure access control database and install related architectural hardware that interfaces with university access systems. Install electronic access control systems with the use of blueprints, drawings and diagrams.

20% Act as the lead worker and plan, direct, schedule and inspect the work of shop personnel. Compile and maintain time, material and work reports. Assist with training of shop personnel, student assistants and temporary employees. Coordinate activities, select materials and schedule with other trades and departments to complete duties in a timely manner.

10% Plan and implement inspection and preventative maintenance on all facilities, equipment and systems.

10% Maintain the University of Akron Key Policy. Maintain all documentation relating to key issuance and restocking keys.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by superintendent/supervisor.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications:**

Valid Ohio Driver's License.

**Experience:**

Requires a minimum of 4 years experience installing, repairing, changing and opening cylinder, key locks and electronic access controls and repairing architectural hardware. Ability to maintain inventory records using personal computer software required. Ability to use standard powered and nonpowered locksmith tools and equipment such as jig saws, drills, drill press, grinders, die grinders, routers, reciprocating saws and lathes required. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write, observe and accurately follow oral, written and graphic instructions required. Problem solving skills and the ability to use judgment in determining correct course of action when troubleshooting required. Prior experience directing others preferred.

**Leadership:**

Provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

**Physical Requirements:**

Must be able to lift 80 pounds without assistance and demonstrate bending, crouching and lifting. Must be able to climb ladder, scaffolding and work on rooftops.

**Working Conditions:**

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise and air pollution. May involve exposure to chemical substances, hazards and moving parts. Overtime/Call-ins may be mandatory based on university need.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.