

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Asst Locksmith	<b>Job Code:</b>	94021
<b>Job Function:</b>	Staff	<b>Grade:</b>	05
<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 unskilled and semi-skilled locksmith duties.

**Essential Functions:**

50% Assist locksmiths in cutting keys, inspecting, oiling, lubricating and adjusting locking devices. Install, replace, disassemble, adjust and maintain locks and repair or replace worn pins, springs and other parts.

25% Administer and enforce University key policies. Issue keys based on completion of properly authorized key card. Maintain current inventory of all keys in database including their location.

20% Configure electronic sequences for stand alone access controls. Move lockpick in cylinder to open locks without keys. Troubleshoot simple problems and make light repairs to electro-mechanical handicap door openers.

5% Assist other trades as necessary by assisting in the development of plans for new constructions as it relates to locking systems.

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 1 year experience in the locksmith field. 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.

**Leadership:**

No authority or responsibility for the supervision of others.

**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.