

**LOCKSMITH SUPERVISOR****NATURE OF WORK**

This is responsible skilled work in co-ordinating and supervising the keying systems program for the University.

The employee of this class is responsible for planning and coordinating the installation, maintenance and repair of keying systems and devices, interior and exterior door hardware and parking meter and punch clock mechanisms. Duties include selecting and designing locking devices and keying systems; providing advice to University officials on the design and installation of locking systems; and maintaining inventory of supplies and equipment. Supervision is exercised over locksmith and assigned carpentry staff. Work assignments are received in the form of oral or written requests. Work is performed with considerable independence under the direction of an administrative superior and reviewed through discussion and observation of results obtained.

**ILLUSTRATIVE EXAMPLES OF WORK**

Plans, organizes and supervises the installation, maintenance and repair of keying systems and devices, interior and exterior door hardware and parking meter and punch clock mechanisms; establishes priorities; participates in the interview and selection of applicants and recommends candidate to immediate supervisor; reviews work performance and recommends confirmation, as appropriate; discusses problems relating to work performance, absentee or related area with immediate supervisor; discusses such problems with the employee and recommends further action, as necessary.

Designs locking and keying systems for University properties; provides recommendations regarding appropriate keying system and proposed cost; ensures that appropriate master, submaster and individual keys are prepared; maintains related records.

Provides advice on the adequacy, modification and alterations of existing or proposed locking devices to be used throughout the University and its properties; ensures that hardware installed by contractors is consistent with existing installations and inventory.

Establishes inventory of supplies and equipment; ensures that appropriate inventory items are available for use in the repair and maintenance of locks, door hardware and parking meter and punch clock devices; ensures that supplies and equipment are stored in a safe manner; maintains perpetual inventory records; conducts inventory as required.

Maintains records of all installations and repairs to locking devices and systems including key door numbering floor plans; establishes and updates keying systems records for various types of locks in use.

Supervises lock picking or combination safe services, as required.

Inspects and supervises repairs to the mechanical components of door alarms and door alarm systems.

Ensures that proper safety procedures are followed within the locksmith shop.

Keeps abreast of hardware available and new developments in security systems; provides advice on suitability of new systems.

Performs related work as required.

## **REQUIREMENTS OF WORK**

Thorough experience as a locksmith, including experience in a supervisory capacity; graduation from high school, supplemented by completion of an approved apprenticeship program in locksmithing; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Thorough knowledge of the tools, equipment and practices used in the locksmith trade.

Thorough knowledge of the operating principles of a variety of locking devices and keying systems.

Thorough knowledge of the University locking installations and systems.

Knowledge of the applicable safety and fire codes as they relate to locking systems.

Knowledge of the methods, practices, tools and materials used in door hardware installation.

Knowledge of hazards and safety precautions of the locksmith trade, including the use of acetylene and oxygen torch and of door hardware installation.

Some knowledge of budgeting and purchasing.

Ability to plan, schedule and supervise work of locksmith and carpentry staff.

Ability to read and interpret plans and specifications as they relate to the field of work.

Ability to work from oral and written instructions, sketches and drawings.

Ability to maintain related plans, records and filing systems.

Ability to use independent judgement in making decisions.

Ability to establish and maintain appropriate records and to prepare operational and statistical reports.

Ability to establish and maintain effective working relationships with faculty, staff, subordinates, outside contractors and other working groups within the University.

Skills in the use of tools and equipment of the locksmith trade.

**1141**

**1990 04 23**

**Confirmed: 2004.01.05**