

JOB DESCRIPTION:	Locksmith		
DEPARTMENT:	Facilities & Operations		
REPORT TO:	Director of Facilities & Operations		
EEO CLASSIFICATION:	Craft Workers	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	721000	DATE APPROVED:	03-MAY-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Performs various locksmith services with specific responsibility for the repair, alteration, installation and proper keying of locks and electronic access to all University buildings, equipment, lockers, vehicles, and residential housing.

DUTIES:

1. Cuts new or duplicate keys for building, vehicles, file cabinets, desks, cabinets, fire/intrusion alarms, lost or stolen locks/keys and electronic access system locks/cards.
2. Works with other campus facilities construction, security, and maintenance employees as required.
3. Diagnosis of problems and/or failures in key and electronic access systems.
4. Fabricates unique locks and locking devices.
5. Informs personnel regarding procedures and/or status of work orders.
6. Installs locking systems (both manual and electronic) (e.g. doors, door hardware, closures, panic hardware, changes lock combinations, security bolts, etc.)
7. Participates in meetings, workshops, training, and seminars.
8. Prepares written materials (e.g. repair status, activity logs, etc.)
9. Re-keys locks, programs electronic access cards/readers and changes combinations.
10. Repairs a variety of items, systems and/or components (e.g. locks, worn tumblers, card readers shortens tumblers, springs, changes combinations, exist hardware, etc.)
11. Requests equipment and supplies.
12. Transports a variety of tools, equipment and supplies.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED equivalent with 2 years of experience as a locksmith. Completion of a vocational/trade school course or program in locksmithing may substitute for the required experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the principles, practices, and methods of locksmithing techniques. Knowledge of the use and operation of all applicable tools, equipment and machines. Knowledge of methods and techniques for performing routine mechanical repairs. Knowledge of the safe and proper methods and techniques for replacement of keys for uniformity. Knowledge of operations of various types of locks. Skill in installing, maintaining, and repairing a variety of locks. Skill in establishing and maintaining effective working relationships. Skill in working in an environment subject to changing priorities. Keeps all assigned work spaces in safe, clean and orderly condition. Skill in following oral and written instructions and directions.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): This position is part of a collective bargaining unit upon completion of the 90-day trial period. The incumbent is required to respond after hours during emergencies and report to work for regular assigned shift during emergency campus closures. This position also assumes a role in the rotation for after hours on

call. This position will typically work five (5) eight-hour days per week, either Monday through Friday between the hours of 6:00 am and 5:00 pm, based on staffing requirements of the department. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Moderate physical activity including reaching, stooping, kneeling and/or crouching. Requires occasional heavy lifting, pushing, or pulling required of objects up to 50 pounds. May be required to work additional hours or days depending on circumstances

4. Other requirements:

- a. Requires a valid New Mexico driver's license.
- b. Must pass a Defensive Driving Course within 2 months of hire date.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)