

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Locksmith (LOCKS)*

**I. JOB INFORMATION**

**Job Title: Locksmith (LOCKS)**

**Job Class: 75093 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general supervision, performs duties associated with the Locksmith trade in accordance with established techniques and procedures. Provides work direction and training to Locksmith Assistants.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Schedules, plans and coordinates functions of Locksmiths.**
- **Directs daily work and assignments of employees assigned to lock shop.**
- **Inspects and maintains manual and computer records as assigned.**
- **Installs appropriate hardware (exit and electronic devices, locks, closers, hinges, kick plates and door bumpers) in and on doors, working from instructions, blueprints or templates.**
- **May access or input records of lock and key changes manually or by using automated equipment.**
- **Repairs hardware malfunctions and rebuilds locking devices, including furniture locks.**
- **Assists in the preparation of estimates (cost and time) for projects.**
- **Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.**
- **Coordinates with other workers as needed to complete locksmith work within the overall scope of multi-trade projects.**
- **Changes combinations and repairs safes.**

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or equivalent and five years of full-time experience as a locksmith; OR a high school diploma or equivalent, a specialized education in locksmithing, and four years full-

time experience as a locksmith is required. Demonstrated leadership skills are required. Must be able to calculate basic math, including fractions, decimals and percentages. Must be able to read, write and comprehend common vocabulary.

**V. WORKING CONDITIONS**

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There are conditions, equipment and materials present which require proper handling to ensure safety. Any combination of overtime, shift work, weekend and holiday work may be required.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

- Must currently have possessed a valid U.S. driver's license for at least one year\*.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*