

# Job Description

Position Title: Trades Specialist 3, Locksmith

Job Group: Facilities

Job Level Group: Support Senior

FLSA Status: Non-Exempt

## Position Summary:

The Locksmith Trades Specialist 3 performs the duties of a lead position, which includes providing support to all locations in the district, overseeing other locksmiths and/or trainees, contacting and communicating with vendors and contractors, and attending meetings. Provides installation and repair service for locks and associated hardware and coordinates closely with other units on the installation and troubleshooting of networked electronic security hardware such as card readers and key cabinets. Performs key cutting services for the College and works directly with customers to resolve key problems. Performs field audits of existing assets and conducts on-site auditing and reporting of issued keys. Maintains independent warehouse of specialty parts and materials. Supports the security and access needs of the entire College community and acts as a subject matter expert on issues pertaining to security-related systems and policies.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Evaluates project work. Inspects work performed by contractors, and other college employees.
2. Independently installs and repairs mechanical locks, and coordinates with other teams to on complex technical tasks associated with installation and maintenance of card readers and networked key cabinets.
3. Documents problems, ongoing tasks, and changes to hardware. Keeps detailed records of labor hours and parts allocation. Attends regular cross-team meetings to coordinate large projects.
4. Participates in trainings, planning meetings, procedural reviews, online education, vendor demos, and product evaluations.
5. Stocks and maintains an accurate inventory of the independent Lock Shop warehouse. Orders parts, identifies needs and deficits, manages surplus, and disposes scrap. Performs and reconciles quarterly warehouse inventories.
6. Creates, destroys, and duplicates keys. Follows security protocol and procedures for tracked and non-tracked keys. Ensures quick turnaround and communications with Key Control to fulfill customer key requests.
7. Serves as subject matter expert for door hardware. Performs regular audits of existing locking hardware, key cabinets, and floor plans to ensure records are accurate, detailed, and up-to-date.
8. Serves as the designated responder during rotating on-call shifts and may be called out at any time to address lock problems.

9. Delegates and prioritizes tasks assigned by supervisor and provides instruction, training, and support to other locksmiths or trainees.
10. Ensures assigned staff and contracted personnel provide high-quality work using college standards and enforces timeliness expectations.
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Skill in effective communication (both written and oral)
3. Skill in independent decision making
4. Skill in performing a variety of duties, often changing from one task to another of a different nature
5. Skill in problem solving
6. Ability to adapt and maintain professional composure in emergent and crisis situations
7. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Provides lead work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Guides work of others who perform essentially the same work. Does not have responsibility for termination or making pay decisions.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Three (3) to five (5) years of related journey level trade experience required.
- Five (5) to eight (8) years of related experience with lock maintenance preferred.
- Completion of an approved technical/vocational/apprenticeship/certification program in locksmithing preferred.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, crawl, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On call rotation duties
- Some evening or weekend work