

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO  
JOB DESCRIPTION**

8/23/04

**LOCKSMITH LEADER**

**FLSA: NON-EXEMPT**

**Job Code: 5366**

**SUMMARY**

This position provides supervisory and journey-level skills for lock and key services involving the installation, repair, and maintenance of locks, emergency entry, combinations of wall and floor safes, making keys, and the preparation of plans and specifications for lock and key security records. Responsibilities include the supervision of activities relating to lock and key services and records.

**DUTIES**

Performs a combination, but not necessarily all, of the following duties:

- Plans, organizes, controls, and supervises the work in the locksmith area.
- Determines work priorities, and delegates order request assignments.
- Makes keys for padlocks, doors, lockers, desks, and cabinets.
- Selects key blanks and cut and fits keys to locks.
- Unlocks locks when keys are lost or broken.
- Changes the combination and resets locks for more than one key.
- Cleans, changes, adjusts, services, and resets all types of locks and locking equipment.
- Identifies, requisitions, and receives locksmith materials and equipment.
- Coordinates with campus security on locking systems and key controls throughout the Health Science Center.
- Cleans and oils machines used in locksmith and machine work.
- Rebuilds locks.
- Performs other duties as assigned.

**SUPERVISION**

**Received:**

Work is performed in accordance with oral and written instructions from a superior regarding methods and procedures to be employed.

**Given:**

Provides training and guidance to other locksmiths.

**EDUCATION/EXPERIENCE**

High school diploma or GED, with six years experience as a journey-level locksmith, including one year in a supervisory capacity, with competence in all phases of locksmith work.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to produce accurate results in all phases of work performed.

### **EQUIPMENT**

Skill in the operation of key cutting machines, and various hand tools of the locksmith trade.

### **WORKING CONDITIONS**

Work is performed in a machine shop environment.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

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#### **IMPORTANT:**

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with 1TAC 201.13(b) Information Security Standards.