

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

9-01-98

LOCKSMITH

FLSA: NON-EXEMPT

Job Code: 5368

SUMMARY

This position provides journey-level skills in the repair, resetting, and installation of locking devices and the manufacture of keys. Responsibilities include repairing, rebuilding, and resetting locks and for cutting keys for locks in buildings, cabinets, and lockers.

DUTIES

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

- Makes keys for padlocks, doors, lockers, desks, and cabinets.
- Selects key blanks and cuts 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.
- Completes work orders to show work done.
- Cleans and oils machines used in locksmith and machine work.
- Rebuilds locks.
- Performs other duties as assigned.

SUPERVISION

Received:

Work assignments are received in the form of work orders. Work is performed independently or under limited general supervision.

Given:

May provide training and guidance to other locksmiths.

EDUCATION/EXPERIENCE

High school diploma or GED, with four years experience as a locksmith.

EQUIPMENT

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

WORKING CONDITIONS

Work is performed in machine shop environment.

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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.

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.