



**University of Texas at El Paso
Job Description**

Job Code: 5368
Job Title: Locksmith
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared by: Human Resource Services
Creation / Revision Date: October 21, 2010

Summary: Installs, repairs, rebuilds, and services mechanical or electrical locking devices.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Disassembles locks such as padlocks, safe locks, and door locks, and repairs or replaces worn tumblers, springs, and other parts.

Inserts new or repaired tumblers into lock to change combination.

Cuts new or duplicate keys.

Moves lock pick in cylinder to open door locks without keys.

Opens safe locks by drilling.

Drives to locations to perform work.

Services emergency calls.

Searches through Key Data System to identify key holders, numbers for keys and amount of keys issued.

Maintains key locker and keying machines.

Must be available on an "On Call" basis.

Overtime may be required.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities No supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: High school diploma or general education degree (GED).

Minimum Experience required: One year of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.



Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe or Non-slippery shoes, eye protection, and back belt.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.