



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Locksmith and Sign Maker

### **JOB SUMMARY**

Performs skilled work in the installation, repair and service of locks and panic hardware. Responsibilities include the installing, repairing and opening of locks as well as the making of keys. Additional responsibility includes creation of signs on computerized sign system. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Supervisor, General Services

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

- Installs, repairs, and services locks and panic hardware on the campus.
- Maintains key records in hardcopy and electronic format.
- Enters data into key software system.
- Manufactures and issues new keys.
- Installs new lock cylinders in defective locks.
- Opens locks when keys are lost.
- Sets up and maintains control of a master key system.
- Maintains computer file for key codes.
- Operates lathe, drill press, grinder, and hand tools.
- Creates signs on computerized sign system and manual vinyl sign system.

### **ADDITIONAL DUTIES**

Maintains record of materials and labor expended on each job.

Furnishes cost estimates on individual jobs.  
Performs other duties as requested.

### **EDUCATION**

High school diploma or equivalent required. College coursework preferred.

### **EXPERIENCE**

Licensed journeyman locksmith or three years locksmith experience. Job-related vocational training or other job-related education may substitute on a year-for-year basis for required experience. Prefer applicant with some sign making experience.

### **REQUIREMENTS**

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge of the methods, techniques, and practices of the locksmith trade.  
Knowledge of the hazards and safety precautions of the trade.  
Ability to read and perform written and mathematical functions.  
Ability to locate and correct defects in locks and panic hardware.  
Ability to establish and maintain effective work relationships.  
Skill in the use and care of tools and equipment of the locksmith trade.  
Ability to read construction drawings.  
Ability to use tools such as a hammer, tape measure, saw, chisel, screwdriver and level.  
Ability to communicate orally and deal with the public.  
Ability to use computer to maintain TWU key code system.  
Ability to use Hermes computerized sign system.  
Ability to use Graphtec vinyl sign system.  
Ability to use a personal computer and other office equipment.  
Ability to respond to emergency situations in a timely manner.

### **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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 50+ pounds.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed in a varied environment. The noise level in the work environment is low to moderate. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, explosive, fume/odor, dust/mites, and/or chemical hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces and in adverse weather conditions.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***