JOB DESCRIPTION

Supervisor - Locksmith

Definition of Class
This is a supervisory position in which the incumbent performs duties associated with the performance of journeyman-level installation, repair and maintenance of locks, door closures, keycard systems, and alarm hardware systems. Incumbent is responsible for recombinating and adjusting locks, including coding, key cutting, and duplication. Incumbent relieves supervisor of routine administrative duties and reports to the Coordinator of Maintenance and Construction.

Examples of Work Performed
Installs, repairs, and maintains all major types of locks, door closures, and alarm hardware systems to conform with current federal, state and local safety, and security regulations.

Provides estimates for new construction, repair, and renovation projects.

Maintains key file for all University buildings.

Maintains complete locksmith shop.

Maintains inventory and orders parts and supplies as needed.

Trains new employees, makes work assignments, and evaluates employees.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Installs, repairs, and maintains all major types of locks, door closures, and alarm hardware systems.

2. Maintains complete locksmith shop, including a key file, inventory, and orders parts and supplies. Assists carpenter supervisor.

3. Performs supervisory responsibilities such as training, assigning work, and evaluation.

4. Estimates costs of new construction, repair, and renovation projects.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; walk; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to sit; talk and hear; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
Eight (8) years of experience related to the above described duties.

AND

Licensure:
Must possess a valid driver’s license.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/08/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Title VI/Title IX /504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.