Definition of Class
This is a non-supervisory position in which the incumbent performs locksmith duties in order to maintain locks and alarm systems on campus buildings.

Examples of Work Performed
Repairs locks as required or requested; breaks down locks to determine problem, then rekeys the lock or replaces parts including springs, pins, cylinders, dead bolts, or strike plates.

Cuts and codes new keys; issues keys to authorized personnel.

Repairs safes as needed; recombinates locks.

Installs and repairs door closures.

Maintains records of codes to all locks on campus.

Performs related or similar duties as required or assigned.

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. Repairs locks and installs and repairs door closures.
2. Cuts, codes, and issues new keys.
3. Repairs safes as needed and recombinates locks.
4. Maintains records on codes to all locks on campus.

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 regularly required to stand; walk; talk or hear; use hands to finger, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms. The incumbent is occasionally required to sit; and taste or smell.

Experience/Educational Requirements:

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

AND

Experience:
One (1) year of experience related to the above described duties.

Interview Requirements
Any candidate who is called to an agency 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. 11/01/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/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.