

University of Arkansas at Pine Bluff

SKILLED TRADESMAN – Locksmith

The Skilled tradesman-Locksmith works under direct supervision of the Maintenance Supervisor and inspects, installs, operates and repairs door hardware campus-wide. This position is governed by state and federal laws and agency/institution policy.

Duties Performed:

1. Installs new locks and door hardware as needed. This would include new construction, remodel projects, breakage, etc.
2. Repairs locks. Disassembles locks and replace worn tumblers, springs, and other parts, as needed.
3. Repairs and adjusts door mounted closers and floor closers.
4. Re-keys locks for security purposes; changes lock combinations.
5. Make keys.
6. Maintains hinges, closers, and all related door hardware.
7. Keeps accurate and up-to-date records of all keys and locks.
8. Hangs doors, closures, installs door hardware
9. Performs other duties as assigned.

Relations to other Jobs:

All departments depend on the Locksmith to maintain the security of all campus buildings. In addition, because Facilities Management personnel interact with virtually every area of campus life, a pleasant relationship that is supportive of the Facilities Management objective is essential. To accomplish this objective, workers are occasionally required to perform work not related to their specific trade.

Machines and Tools:

Key cutter, portable drills, welder, computer, and miscellaneous hand tools necessary in the locksmith trade.

Working Conditions and Physical Requirements

Most work is performed inside. **SOME OVERTIME AND/OR AFTER HOUR CALLS ARE REQUIRED.** Must be able to bend, stoop, climb and lift. Requires moderate physical strength.

General Requirements:

Must be dependable; adhere to all safety standards as established by the Facilities Management Department; must be well organized and able to prioritize work; the ability to work independently, without close supervision, is essential; must be able to remain calm during stressful periods; and must have a valid Arkansas driver's license.

Salary: Grade C115 – State Pay Plan

Subject to a background check.

Application Process: Send an application, resume, and three letter of recommendation to:

Human Resources Department
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot #4942
Pine Bluff, AR 71601
Applications also accepted at uapbjobs@uapb.edu

Filing Deadline: Open until position is filled.

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