**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Locksmith

**Job Number:** SB-037

**NOC:** 7384

**Band:** 7

**Department:** Facilities Management

**Supervisor Title:** Manager, Facilities Maintenance

**Last Reviewed:** May 30, 2012

**Job Purpose**

Install, repair and maintain all locks, door closures, panic hardware system including recombination’s, adjustments, coding, key cutting and duplication to conform to current security and safety regulations. Provide detailed hardware specifications for renovations and major projects. Designs and implements detailed keying systems in a "restricted keying system". Maintains records of the keying system. Maintains an up to date record of keys issued. Prepares estimates for hardware projects. Is the technical support source with regards to facility or occupant security options. Uses wide range of tools from fine lock picking tools to larger power tools. Frequently works in a high confidentiality situation. Assures that hardware installations is compliant to current codes and/or regulations. Enforces safety practices at work sites. Discusses projects with Architects, engineers, code regulators, sub trades and end users. May be required to perform general labour duties are required by Facility Services Section.

**Key Activities**

1. Install, repair and maintain all types of locks, door closures and panic hardware systems conforming with safety regulations referred to in "Purpose of Job" section. Plan and prepare for these tasks by identifying door specifications, existing hardware, selecting new, replacement, repaired/refurbished hardware and locks.
2. Install locking systems for all University buildings and facilities and perform complex repairs as required, keeping paper and computer records updated.
3. Estimate time and/or materials needed for repair/renovations. Plan sequence and determine what method to use.
4. Open locks by use of lock picking tools, or other methods; repair locks by replacing worn parts, adjustments or recombination. Maintain and use locksmith tools, key machines, number, letter stamps, etc. as well as other power tools as required for the particular job.
5. Provide technical guidance and support regarding appropriate level of security required in accordance with regulations referred to in "Purpose of Job" section.
6. Supply detailed hardware lists and specifications for projects. Design restricted keyway systems, Labour pool for moving furniture, painting as required.
7. Maintain key control for University by cutting keys, verifying issue authorities, issuing keys to departments/units, maintaining key control records and auditing departmental/unit keys/cards and access control records.
8. Design and build custom hardware and locks compatible with Trent’s restricted keying system.
9. Consult and assist in the development of access control and security policies.
10. In consultation with users, develop keying/access control plans for departments/units that are compatible with Trent’s restricted keying system and the Access Control Policy. Pins cylinders, cuts keys and programs access control systems as required.
11. Recommends, procures, installs, programs and repairs computerized access control systems including card access (swipe and proximity), keypads and biometric systems. Provides advice and guidance to users of such systems.
12. Continually update knowledge of emerging access control and architectural hardware technologies and products.

**Education**

Secondary School Diploma plus 2 years of University, College or Technical school training in a related field such as a locksmithing certification.

**Experience Required**

* Over two years’ experience as a Locksmith required.
* Excellent communication skills.
* Demonstrated ability to work in confidential capacity.
* Demonstrated ability to work independently.
* Specific knowledge of blueprint reading.
* Specific knowledge of procedures for estimating costs of material and labour.
* Some computer skills required.
* Must be physically capable of lifting/handling heavy materials.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Must hold a valid Ontario Driver’s Licence – Glass ‘G’ minimum.
* Criminal Record Check (dated within the last 6 months) will be required as a condition of employment. This check is at the cost and responsibility of the applicant.