

NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE

Posting Date: December 19, 2013

Deadline Date: Open Until Filled

Position Title: Locksmith

Salary Grade: (10) Minimum Starting \$10.77

Department: Facilities Services

Job Type: Full-Time/12 months

Reports To: Operations/Project/Preventive Maintenance Manager **FLSA:** Non-Exempt

SUMMARY: Under general supervision, performs repairs, alterations, installation and keying of locks on buildings, equipment, lockers, and vehicles; resolving immediate operational and/or safety concerns; assisting other skilled trades and ensuring that tools and materials are available at the job site.

DUTIES AND RESPONSIBILITIES:

- Coordinates with assigned trades for the purpose of completing projects and work orders efficiently.
- Cuts new or duplicate keys (e.g. building, vehicle, file cabinets, intrusion alarms, lost or stolen locks/keys, etc.) for the purpose of providing the university with a master key system and ensuring security of its facilities and assets.
- Diagnoses problems and/or failures in security systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Fabricates unique locks and locking devices for specialty needs and/or replacement of unavailable parts.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs locking systems (both manual and electronic) for doors, door hardware, panic hardware, closures, lock combinations, windows, security bolts, etc. for purposes of maintaining a safe and secure campus.
- Maintains tools, and equipment for the purpose of ensuring availability of such tools for safe operating conditions.
- Participates in workshops, trainings, and seminars for gathering information required to perform job functions.
- Prepares written materials (i.e., repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Re-keys locks and changes combinations for the purpose of ensuring security.
- Provides key log reports to campus security and administration to identify unauthorized access.
- Repairs a variety of items, systems and/or components (i.e., locks, worn tumblers, shortened tumblers, springs, changes combinations, existing hardware, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds daily to emergency situations during or after hours for the purpose of resolving immediate safety concerns.

- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials as required at the job site.
- Performs other related duties as assigned.

MINIMUM JOB REQUIREMENTS:

- **EDUCATION:** High school diploma or GED
- **EXPERIENCE:** Three (3) years of experience directly related to working with machinery, locks or other mechanical systems.
 - **Preference:** Experience with security systems.

SPECIAL REQUIREMENTS:

- Must Possess and maintain a valid New Mexico driver's license.
- Must be willing to respond as needed on an on-call basis.
- Must be willing to routinely work evening, weekends, holidays and odd hours.
- Must be willing to occasionally upgrade skills in order to meet changing job conditions

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to schedule activities; gather collate, and/or classify data;
- Ability to operate equipment used in trades;
- Knowledge of OSHA/TOSHA regulations;
- Ability to use job related equipment;
- Basic Math skills, specific to fractions, percents, and/or ratios;
- Reading Skills specific to technical manuals and information;
- Skills in composing and filing documents;
- Knowledge of safety practices and procedures;
- Ability to work with a diverse population;
- Ability to problem solve is required to identify issues and create action plans;
- Ability to adapt to changing work priorities and meet deadlines
- Ability to work as a team or independently;
- Skilled in customer service.

PHYSICAL DEMANDS:

- Lifting 0 to 50 pounds.....Frequently
- Lifting greater than fifty (50) poundsOccasionally
- Standing.....Frequently
- Walking.....Frequently
- Bending.....Frequently
- Squatting.....Frequently
- ClimbingFrequently
- KneelingFrequently

WORK ENVIRONMENT:

- May be exposed to hazardous chemicals and materials.
- Work in dirty/dusty conditions.....Frequently
- Work in noisy conditions.....Occasionally
- Work around fumes and odors..... Occasionally
- Work in wet/cold and humid environments.....Frequently

- Work in poorly lit areas.....Frequently
- Work on elevated heights.....Occasionally
- Work in extreme temperaturesOccasionally
- Work around loud noisesOccasionally

APPLICATION PROCEDURE: Interested candidates must submit a University Employment Application.

References will be contacted in conjunction with on campus interviews.

**New Mexico Highlands University
Human Resources
Locksmith Search
Box 9000
Las Vegas, NM 87701**

Email applications will be accepted: jobs@nmhu.edu

**For disabled access or services call 505-454-3242 or TDD 505-454-3003.
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