

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TRADES SPECIALIST - Locksmith

PAY GRADE: C-8

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Performs technical lock and key related work, including the adjustment, repair, and replacement of cylindrical lock sets, mortise cylinder boxes, deadbolt lock sets, and desk and file cabinet locks. Responsible for sequencing and issuing keys to staff members, replacing lost keys, and identifying keys that have been found. Unlocks or secures doors in response to emergencies. To perform skilled and specialized work in the construction trades, for the remodeling and renovation of college facilities. Complete college wide work orders as assigned by plant operation managers.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. A comparable amount of training may be substituted for the minimum qualifications.
2. Years of experience in field: 3 years experience in building construction, carpentry, or other related building construction trades preferred, locksmith or carpentry trade required. Valid Florida driver's license required. A valid locksmith vocational certification or equivalent preferred.
3. Special skills or abilities related to position: Knowledge of the practices, methods, materials and tools commonly utilized in building construction, carpentry, and finish carpentry. Knowledge of the occupational hazards and safety precautions of the work.
Ability to read, interpret and work from blueprints, specifications and operating manuals. Ability to maintain records of work performed. Skills in the repair and maintenance of educational buildings, facilities, and other task needed in the operation of a college campus. Not limited to carpentry, drywall, masonry construction, demolition, renovations, and remodeling of college facilities. Positive human relation skills, with the ability to establish and maintain a good working relationship with college wide departments and employees. Ability to communicate effectively both in writing and orally.
Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.

Special skills or abilities related to position (continued):

Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.

Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions. Comprehensive and thorough knowledge of trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades is essential.

Knowledge and experience of the trade to determine a method or to devise a means to accomplish the assigned job.

Ability to read, write and interpret work from instructions that are received from blue prints, work orders, written or verbally.

Ability to use electronic mail, web based trouble report systems, and software.

Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekend, and holiday, perform on-call coverage and respond to after-hour emergencies.

ESSENTIAL JOB FUNCTIONS:

1. Repair and maintenance of college facilities, not limited to carpentry, construction of interior and exterior walls, construction and maintenance of roof systems, finish carpentry, installation of doors and door hardware.
2. Complete work request as assigned by plant operation managers for college wide maintenance, renovations, and remodeling.
3. Work with electrical, HVAC, plumbing, grounds, locksmith, signage, and special event staff as needed to maintain college facilities and college operations
4. Work as requested in the event of an emergency such as hurricane, fire, violence / terrorism, or other emergency crisis.
5. Work a flex schedule, including weekends as required to maintain campus equipment and systems to maintain college operations.
6. Perform related work as assigned by supervisor, including duties of a Trades worker of a lower level.
7. Perform all tasks related in the design, procurement, installation, maintenance and operation of the college wide locks, keys, and electronic access systems. To include the creation of lock schedules to maintain the college master key and building master key system. Assignment of all employee keys and key records.
8. Work with the IT department as required to maintain electronic systems, hardware, software, and the assignment of college wide access cards.
9. Performs tasks by using the standard tools, materials, codes, methods and safe practices of the locksmith-carpentry trade.
10. Installs, maintains and repairs doors, door frames and other areas associated with locking systems and associated hardware.
11. Determines materials and equipment required; oversees their use, security and disposition.

ESSENTIAL JOB FUNCTIONS: (Continued):

12. Stays current with codes and technological methods and advances of this trade.
13. Reviews design plans for new construction and remodeling projects.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate orally.
- Heavy (45 pounds and over) lifting and carrying.
- Reaching.
- Climbing.
- Walking.
- Standing.
- Kneeling.
- Bending.
- Stooping.
- Pushing.

ENVIRONMENTAL CONDITIONS:

- Works inside and outside in various weather conditions.
- In or with moving vehicles and/or equipment.
- Grease or oils.
- Uneven surfaces.
- Chemicals.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 10 (Maintenance), Ocala Campus

SUPERVISOR OF POSITION: Director – Facilities and Plant Operation