

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: **MANAGER, LOCK SHOP**

Reports To: Designated Supervisor

UW Job Code: 6239

UW Job Family: 61 - Crafts/Trades Supervisory

SOC Code: 49-9094

FLSA: Non-exempt

Pay Grade: 23

Date: 7-20-12

JOB PURPOSE:

Manage, schedule and coordinate labor and material resources for the Lock Shop. Supervise and train Locksmiths and Construction Laborers. Research and solve personnel and customer issues. Maintain the highest level of security, access and safety on campus in accordance with building codes and standard security procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the labor resources of the Lock Shop to effectively and efficiently complete maintenance and project work.
- Participate in hiring decisions, train, supervise, and evaluate performance of Locksmiths.
- Communicate with customers to ensure the satisfactory completion of work requests and projects, and to resolve any issues or disputes.
- Provide manual or computer programming of electronic locks for labs and other high-security areas on campus to provide controlled access: export computerized records to handheld devices to upload information to lock on location.
- Replace complete door units as needed to modernize buildings and to meet Americans with Disabilities Act and egress requirements.
- Generate, operate, and maintain multiple computerized databases to minimize duplication of master key systems through tracking and cataloging of keys; maintain records and security files.
- Maintain records for individual departments with a record of access available for every room.
- Communicate and consult with faculty, staff and students to explain methods and procedures related to keying databases and locksmith operations.
- Consult with independent contractors, administrators, project managers, and engineers on new construction and projects.
- Ensure proper hardware, locks, and restricted keyways are used, and compatible with existing hardware on campus.

- Estimate lock and architectural hardware costs for new or remodeling construction.
- Complete complex technical work and troubleshooting.
- Perform site inspections and review work of others.

SUPPLEMENTAL FUNCTIONS:

- Train employees in University policies and procedures governing keys, locks and hardware.
- Prioritize own work orders.

COMPETENCIES:

- Attention to Detail
- Integrity
- Developing Organizational Talent
- Service Orientation
- Technical/Professional Knowledge
- Quality Orientation

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED, plus completion of related technical or vocational education/training**

Experience: **5 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Locksmith Certification**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Practices, procedures, materials, and tools of the trade, including key coding systems.
- Occupational hazards and safety precautions of the trade.
- Advanced knowledge of specialty tools, equipment and procedures.
- Installation and repair techniques in the applicable trade area.
- Design, construction, or modification of locks and related hardware.
- Lock systems, doors, and closures.
- Security systems for secure, safe ingress/egress systems.
- Applicable building codes and regulations.
- University Regulations, policies and procedures applicable to the trade including safety regulations.
- Americans with Disability Act requirements, as it pertains to proper access to buildings.
- Scheduling and supervision techniques.
- Training methods and procedures.

Skills and Abilities to:

- Make administrative/procedural decisions and use independent best judgment to maintain security and safety through proper building or room access.
- Maintain thorough and accurate records.
- Accurately estimate costs.
- Communicate effectively.
- Design appropriate door hardware and closures.
- Implement master key systems.
- Design building security and lock procedures.
- Cut and issue keys, re-key, install, and repair locks and hardware.
- Troubleshoot and repair electronic key card systems.
- Move 25 pounds.
- Work as a team member and foster a cooperative work environment.
- Lead and prioritize projects.

WORKING CONDITIONS:

Shop and in/outdoor environments; regularly exposed to hazards associated with the use of power and hand tools, dust, fumes and confined spaces.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.