

**Saint Michael's College**  
**Job Description**

**Job Title:** Locksmith

**Department:** Facilities – Building Trades

**Supervisor:** Building Trades Supervisor

**Pay Range:** \$24.85 - \$26.50/Hourly, Full-time Regular

**Date Created:** 12/12/2005

**Last Revised:** 09/04/2025

***Our Mission:*** It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

**Major Objectives:**

- The master key system is managed and the associated door hardware is maintained for functionality and appearance
- Term life safety and security are considered crucial to this position and dictates how work is prioritized
- Locksmith and some carpentry skills are used to carry out work orders, lock changes, upgrades and other door hardware maintenance
- Appropriate pace is kept with the change of security system technology

**Essential Duties and Responsibilities:**

- Maintains records of all locks and keys on campus
- Cuts/Makes for all of campus personnel to include faculty, staff, students and vendors
- Maintains and repairs all door hardware such as closers, locksets, hinges, pulls, auto doors and push plates
- Makes lock changes when access with a particular key is no longer appropriate and when keys are lost
- Works with contractors when new buildings are constructed to get all new doors on College keying system
- Monitors inventory and communicates needs to supervisor
- Participates in a rotational on-call every third week with other Building Trades staff
- Applies good understanding of regulatory codes relating to hardware
- Teaches operation of locks to students, faculty and staff
- Manages Lock Out/Tag Out program for entire campus
- Troubleshoots and repairs automatic doors
- Remains abreast of changing technology and techniques in the field
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

**Secondary Responsibilities:**

- Assists other building trades with various related tasks (carpenters and painters)
- Performs other duties as assigned

**Positions Supervised:**

- Temporary summer staff (if/as needed)

**Major Contacts:**

- Facilities department members
- Public Safety to include officers and switchboard
- Members of the college community, including Edmundites, faculty, staff and students
- Campus visitors
- Suppliers and Contractors

**Demonstrates Excellence:**

- Works hard to ensure that the campus is secure and the doors/locks are functional and aesthetically pleasing
- Maintains good records, is conscientious, plans ahead and is flexible in achieving those goals
- Consistently completes work in a safe and efficient way
- Applies an in-depth knowledge of the campus and its hardware systems to the position

**Education and Work Experience:**

- High school diploma plus some post-secondary education, work experience, or specialized training
- 3-5 years of locksmith experience, including knowledge of hardware and ability to learn about master keying system
- Background using card access systems and control wiring
- Carpentry and painting skills desired

**Analytic Skills:**

- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response

**Language and Literacy Skills:**

- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position

**Computer/Technology Skills:**

- Familiarity with Microsoft Office products
- Familiarity with Master King software

**Licenses, Certifications and Other Requirements:**

- Valid driver's license preferred. Note, must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*

**Physical Demands:**

Work is often performed in a typical non-office environment requiring:

- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Locksmith, the employee may be required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**

- Ability to work independently as well as with the other trades, especially other members of Facilities as well as Public Safety

- Capacity to assess problems, find solutions and plan for, yet be flexible, when security concerns arise
- Availability for extra/off shift hours
- Use of personal vehicle may be required
- Must be able to tolerate work at various heights, in confined spaces and in extreme temperature conditions

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.