Saint Michael's College
Job Description

Job Title: Door Technician

Department: Facilities – Building Trades

Supervisor: Building Trades Supervisor

Pay Range: $24.85 - $26.50

Date Created: 10/4/2025

Status/FLSA: Full-time Regular / Hourly

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:

- Support the maintenance and functionality of door hardware across campus, ensuring safety and security
- Assist in implementing and maintaining master key systems
- Prioritize work based on life safety and security needs
- Apply locksmith-related and basic carpentry skills to complete work orders, perform lock changes, and maintain door hardware
- Stay informed about evolving security system technologies

Essential Duties and Responsibilities:

- Maintains and repairs all door hardware such as closers, locksets, hinges, pulls, auto doors and push plates
- Maintains records of all locks and keys on campus
- Cuts/Makes keys for all of campus personnel to include faculty, staff, students and vendors
- 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
- Applies good understanding of regulatory codes relating to hardware
- Addresses daily work orders
- Teaches operation of locks to students, faculty and staff
- Manages Lock Out/Tag Out program for entire campus
- Remains abreast of changing technology and techniques in the field
- Participates in a rotational on-call every third week with other Building Trades staff
- 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:

- Assist other building trades (carpenters and painters) with various tasks
- Assist other departments within Facilities as/when needed
- Performs other duties as assigned

Positions Supervised:

- Temporary summer staff (if/as needed)

Major Contacts:

- All members of the Facilities Department
- Other members of the college community, including Edmundites, faculty, staff and students
- Contractors and vendors

- Campus visitors

Demonstrates Excellence:
- Ensures doors/locks are functional and able to be secured
- 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
- 1-3 years of experience in door hardware or related trades
- Experience with card access systems preferred
- Carpentry and painting skills preferred

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:
- Working knowledge of Microsoft Office products
- Working knowledge of web-based software
- Working knowledge of Adobe Acrobat

Licenses, Certifications and Other Requirements:
- Must have a valid driver's license and meet the 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
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- 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, 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:

- Capacity to assess problems, find solutions and plan for, yet be flexible, when security concerns arise
- Use of personal vehicle may be required
- Must be able to tolerate work at various heights, in confined spaces and in extreme temperature conditions
- Annual OSHA training to include but not limited to; HazCom, Lock Out/Tag Out, Confined spaces, Bloodborne pathogens
- Willingness to be trained to work from boom and scissor lifts
- Willingness to be trained in locksmithing.
- Knowledge of federal, state, and local codes specific to the trade

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.