LOCKSMITH
FULL-TIME, 12-MONTH
FACILITIES SERVICES
HIRING RANGE: $16.37 - $17.33 PER HOUR

FUNCTION:
Reporting to the Manager of Facilities Services, establish, maintain and revise as required the campus key, lock and hardware systems to protect Whitworth University properties. Maintain in good working order all lock systems and hardware, in accordance with the standard practices of the Locksmithing trade.

RESPONSIBILITIES:
1. Perform a variety of duties in lock systems repair and installation work.
2. Make keys and maintain master and secondary keyboards- monitor and assist in the issuance of keys. Maintain accurate records of all key distributions and coding.
3. Inspect and maintain all locking systems of Whitworth University.
4. Perform emergency keying and opening services on lock system (including automotive) as required.
5. Estimate costs of locks, hardware, installation and/or revisions as requested.
6. Install, repair, maintain and make revisions on all lockable hardware, including window hardware.
7. Install, repair, maintain, and/or rebuild closures both hydraulic and electrical.
8. Install, repair, and maintain electric door hardware.
9. Install, repair and maintain panic device systems - both mechanical and alarmed.
10. Install, repair and maintain door assemblies (hand doors pre-hung and slab - install and/or repair door jamb, threshold, casing butt hinges, set strikers, etc.) as needed.
11. Establish and maintain a complete lock and hardware inventory and record system.
12. Maintain a computer control system for inventory and key control.
13. Work with Facilities Services office employees in maintaining inventory and key control.
14. Establish and maintain a preventive maintenance program on all lock and hardware systems.
15. Establish and maintain a lock and hardware location system (by building).
16. Assist and support the other Facilities Services departments as directed.

QUALIFICATIONS, SKILLS AND ABILITIES:
• High school graduation or GED (vocational or technical school preferred).
• Knowledge of locksmith trade, practices, methods, tools and materials.
• Appropriate computer skills.
• Working knowledge of the use and maintenance of hand and power tools and equipment (lock picks, drills, chisels, grinders, key machines, etc.).
• Working knowledge of the following lock manufactures products: Schlage Lock, Corbin Lock, Wieser Lock, Falcon Lock, and Best Lock.
• Valid driver’s license
• Compliance with Whitworth’s campus vehicle policy. This policy is available at www.whitworth.edu/Administration/FacilitiesServices/CampusVehiclePolicy.htm.
• Ability to work as an effective team member.
• Demonstrated effective oral and written communication skills and appropriate working knowledge of computers.
• Physical ability and conditioning to perform all duties of the position including the ability to sit, bend, stoop, walk, stand for extended periods of time, and regularly lift up to 50 lbs.; may be required occasionally to lift, push, or pull objects heavier than 51 lbs.
• Ability to establish and maintain a positive attitude and good working relationships with faculty, staff, students and public.
• Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
• A personal commitment to the Christian faith and a commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
• Background check and post-offer physical required.

APPLICATION PROCESS:
The following documents are required in PDF format, in addition to completing the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range.
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references.
4) A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.