

Position Vacancy

Locksmith/General Maintenance Technician

Monday-Friday 7:00 am-3:30 pm On-call (cell phone) 24 hrs./day for emergencies

The ideal candidate for this role should possess the skill set to repair and maintain all building door and door hardware systems under the direction of the Assistant Director of Facilities Operations. Including and not limited to: Locksmithing, access control, door hardware, carpentry, flooring, windows, wall finishes, masonry, plumbing, and Low voltage electrical. The ability to troubleshoot and resolve/repair problems within all above listed maintenance trades. This position requires the incumbents to develop a working knowledge of the Physical Plant work order system, and have the willingness to learn and follow the College's safety policies and procedures.

Required Skills

- Ability to interchange locks and keys to individual, building master, sub-master, and grand master key system's (i.e. Schlage, Primus, Best, etc.)
- Ability to provide competent service to the College including all lock repair and replacement, key accountability.
- Ability to keep accurate records of keys and keying system, both manual and computerized.
- Responsible for repair, replacement, and/or change of locks and keys. Responsible for repair/replacement of door closers, including floor type.
- Cuts new or duplicates keys, stamps with identification, replaces and re-keys locks as necessary.
- Familiar with standard concepts, practices and procedures within the Access Control field.
- Maintain both mechanical and electronic key card systems in organizations. This could involve troubleshooting, repairs, regular maintenance of the lock systems.
- Basic Plumbing, able to troubleshoot and resolve clogs of sanitary systems. Can remove and replace basic plumbing fixtures.
- Basic Carpentry, knowledge and experience in rough framing, finish carpentry, Flooring installation door and window installation and trim.
- Knowledge of surface preparation and professional applications of oil and latex based paints. Repair, replacement, preparation and finishing of drywall.
- Conducts field checks of buildings to identify and analyze corrective and preventive maintenance modifications
- Accompany and guide vendors to and around campus as needed to perform scheduled or annual service or survey inspections for the College
- Procure items using college standard purchasing practices. Leverage technology to do the same.
- Customer service skills.
- Additional duties as assigned.

Physical Requirements

(Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation.)

- Ability to climb at least the height of 40 feet
- Stooping, walking, standing, crouching in very confined areas daily.
- Climbing ladders, scaffolds, platforms at various heights and levels daily.

Minimum Qualifications

- High School diploma, demonstrated understanding and work history relating to locksmithing and least 5 years of significant experience in building and plant maintenance.
- Possess general knowledge of computer systems and components
- Possess a valid driver's license & Operational Cell Phone
- Must own tools and vehicle that will be utilized for intra-campus use, parts pickup, etc.
- Must demonstrate ability to work with minimal supervision
- Must be organized and manage time effectively
- Effectively read, write, and follow verbal and written instructions
- Ability to collaborate in diverse teams to foster productive outcomes
- Provide background clearances under Act 153

Preferred Qualifications

- Trained and certified Locksmith with a working knowledge of all aspects of physical security
- Knowledge of master key systems
- Ability to read construction plans, blueprints, and specifications sufficient to design and key systems for buildings
- Familiarity with Best Primus and Schlage small and large format interchangeable cores
- Experience with Von Duprin EL and QEL door hardware
- Be able to use a variety of electrical and mechanical test equipment

Qualified applicants should send a cover letter and resume along with contact information for three job related references to the Director of Facility Operations at januszjr@westminster.edu or stop by in person to complete an application.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.