

Class No.:	
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Pay Group:	18

CLASS SPECIFICATION

Security Specialist – Locksmith

NATURE & SCOPE OF WORK

This is installation, repair and maintenance work at a Journeyman level requiring skills and knowledge of locksmithing. An incumbent in this position is primarily responsible for performing locksmith work on building doors as it pertains to the installation, repairing, rebuilding, and servicing automated locks, locking systems, security devices; computerized access control systems; programming access cards and fobs; maintaining panic bars, door openers, closers, and hardware. The incumbent is also responsible for developing and maintaining the master key system, maintaining the records, and complying with the BC building code and WorkSafe BC regulations, and for maintaining access control processes and procedures

This position reports to the Manager, Security.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Create keys (duplicate/originate)
- Install, repair and service locks, safes, vaults and safe deposit boxes
- Open secured entry by picking & circumventing a variety of locks using proper techniques
- Install and service high security hardware
- Service automotive locks
- Repair doors and frames
- Install hardware including door closers, panic hardware, and service other hardware such as home and office furniture, detention, door operations, glass and aluminium doors and frames, and components
- Install, test, commission and repair electrical and electronic components and hardware
- Develop master key systems to include the planning of master key systems; generate bitting list and pinning charts; apply master key cylinders; maintain accurate records

- Ordering, installing, repairing, and troubleshooting hardware to align with BC Building Code
- Coordinates with Security Manager on lock and access security issues
- Maintains an inventory of door hardware and supplies for general maintenance
- Maintain hardware to manufacturer's specifications
- Ensures workshop and work areas are tidy and well maintained, tools and other equipment are kept clean and in good condition
- Performs a variety of repair, renovation, and maintenance tasks at a Journeyman level pertaining to locksmithing, access control and door hardware.
- Monitors services by inspecting buildings and facilities for and safety and security precautions.
- Assists and oversees University physical security; performs routine checks on safety equipment, locks, doors, and windows; locks and unlocks buildings as required.
- Ensures that all locksmith work done on campus complies with all requirements under the BC Building Code and NFPA 80
- Coordinates work with Facilities Operations supervisors and other trades for the purpose of completing projects/work orders efficiently
- Organize and prioritize locksmithing & building maintenance work
- Interpret blueprints as they pertain to the locksmith trade
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the requirements and qualifications of the position.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS

- Thorough knowledge of all work methods, equipment, tools, and procedures pertaining to the locksmithing trade.
- Ability to install, adjust, maintain, and advise on all door related hardware
- Ability to operate key-cutting equipment
- Ability to organize and maintain a logbook of all active fire doors

- Working knowledge of fire and safety hazards and precautionary measures related to the building and general maintenance trades, and of University physical security, fire and emergency systems and procedures.
- Ability to understand and carry out at times complex oral and written regular and emergency instructions.
- Ability to establish and maintain effective working relationships with other employees, students, and the general public.
- Ability to effectively provide a variety of factual information pertaining to the subject matter to the general public with courtesy and speed.
- Skill in the use of a variety of hand and power tools and equipment.
- Skill in manual dexterity.
- Follow WorkSafe BC & OH&S safe work practices

REQUIRED TRAINING & EXPERIENCE

- Completion of Locksmith certification
- Three years of experience in locksmithing

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- Applicable Journeyman papers
- Valid Class 5 B.C. driver's licence
- Criminal records check
- Crime Prevention through Environmental Design (CPTED/CPD), Physical Security Professional (PSP) and/or other physical security certifications would be an asset