



Lock and Door Specialist

Job Description

Department: Public Works
Position: Career Service
Starting Step: 32, Table 14
Supervisory: No
Reports to: Carpentry Supervisor

Summary

Under general guidance of the Carpentry Supervisor, performs skilled work in the maintenance of the County's lock, key, and door systems.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform skilled work in the maintenance, repair, and installation of doors, locks, door closers, hinges, emergency exit hardware, handicap devices, and other door hardware for all County buildings.
2. Perform preventative maintenance on all doors, locks, padlocks, and related hardware on a regular basis and keep records of all such maintenance.
3. Ensure adherence to County policies related to keys and locks.
4. Maintain hard-copy and computer records on the distribution of keys, entry cards and lock combinations for all County buildings.
5. Make new keys and entry cards, replace lost or damaged keys and entry cards, and ensure that keys and entry cards are issued to employees in a timely manner and in accordance with policy.
6. Ensure that all requests forms for keys and entry cards are filled out completely including all necessary signatures.
7. Coordinate with employees and departments to ensure that keys and entry cards are returned upon employee termination.
8. Perform annual audits of keys, entry cards, and lock combinations for all County facilities.
9. Assist with specifying and designing key, lock, and door hardware for construction and remodeling projects.
10. Purchase necessary parts and materials to complete work requests, maintain an inventory of supplies, and complete work order paperwork.
11. Assist with construction and carpentry projects as needed.
12. Respond to emergency situations on an on-call basis when assigned.
13. Assist other maintenance personnel in general and specific maintenance of County facilities.

Knowledge, Skills, and Abilities

Knowledge of mechanical applications

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Class Code: 7001

Class Title: Lock and Door Specialist

FLSA: Non-Exempt

Effective Date: 7/7/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

Skilled in maintaining key systems and door hardware
Skilled in reading, writing, and math
Skilled in interpersonal communications to coordinate jobs and report completed work
Ability to establish and maintain cooperative working relationships with the public and other County employees
Ability to operate various hand and power tools
Ability to read blueprints for takeoffs of materials and time for project estimating
Ability to plan and sketch construction and remodeling projects
Ability to perform general building maintenance tasks

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, hazardous chemicals, poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. The job may require the use of protective devices such as masks, goggles, and gloves. Incumbent may be exposed to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to very noisy. This job requires incumbent to operate a motor vehicle.

Physical Demands

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, lift office supplies or equipment up to 80 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

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Required Education and Experience

- 1. Equivalent to a high school diploma
- 2. Five (5) years of journey-level work experience in maintenance of door hardware and access systems
- 3. Equivalent combinations of training and experience may also be considered

Additional Eligibility Qualifications

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
- 2. Selected applicants may be subject to, and must pass, a background check
- 3. Selected applicants must obtain forklift certification during the probation or trial period
- 4. Some incumbents may be required to obtain a commercial driver’s license (CDL)

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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