Westmont College

Door and Hardware Specialist
Public Safety

Position Summary: Provides security and safety for the property and staff of the College through the maintenance and control of the campus locking systems by overseeing installation, repair and maintenance of locks, door closures, electronic locking systems and panic hardware systems. Oversee the recommendation and adjustment of locks, including coding, key cutting and duplication.

Requirements: Must be able to maintain friendly, courteous relationships with faculty, staff and students. Must be a high school graduate/equivalent, with five years of related locksmith and carpentry experience. Requirements include: the ability to effectively verbally communicate in English, and in writing; knowledge of Microsoft Office Suite including Access, Excel, Word, and Outlook; demonstrable knowledge of Best locking systems, removable cores, lock pinning, key cutting, and master key domains; ability to work effectively with outside contractors and in-house staff in the areas of construction and electronic locking systems; some carpentry skills to provide door hardware installation and door adjustments as needed; ability to establish and maintain complete and accurate records related to the locks and keys using electronic data bases. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses & Registrations: Must have a valid class C California driver’s license and an acceptable, current DMV driver’s record report.

Responsibilities:
- Maintains the campus locksmith shop and keeps it stocked and secure
- Cuts and issues keys when requested and as approved
- Re-pins locks when keys are lost
- Performs maintenance and repairs on door hardware
- Develops and implements a comprehensive door hardware preventive maintenance program
- Develops implements and monitors policies and procedures to insure efficiency of operation, including, but not limited to key policies, computerized key control systems and preventive maintenance programs
- Repairs and adjusts panic hardware and door closers
- Installs new lock and door hardware as needed. This would include new construction, remodel projects, breakage, etc
- Ability to perform multiple tasks in a deadline oriented environment required
- Must be able to work occasional overtime usually on weekends or during holiday breaks. May be called to respond to emergency lock breakdowns any time of the day or night. May be called to respond to provide building access any time of the work day
- Assists in planning for hardware upgrades including electronic access
- Maintains all key records and stores them electronically
- Orders and installs hardware, supplies, and equipment as needed
• Stays current with the major hardware manufacturer’s upgrades
• Work effectively with faculty, staff, students, and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of our work force in actions, works and deeds
• Performs all other duties as assigned

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is frequently required to climb and balance, sit, stoop and kneel. The employee is occasionally required to crouch, or crawl; and smell. The ability to regularly walk up and down staircases up to four stories is also required. The employee must occasionally lift and/or move up to 40 pounds without assistance. Abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee might work in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and may occasionally be exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

Reports To: Director of Public Safety

04/2011