



Savannah State University Position Description – Locksmith I

POSITION DESCRIPTION

Position Title: Locksmith I FLSA Status: Nonexempt
Reports to: Building Supervisor
Department: Building Maintenance
Date Prepared: June 2003

BASIC FUNCTION

This position installs, repairs, rebuilds, and services mechanical or electrical locking devices, using hand tools and special equipment.

NATURE & SCOPE

Reporting to the Building Supervisor, this position is responsible for ensuring the all locks are in proper working order, thereby allowing access to only those individuals who are authorized to have it.

PRINCIPAL ACCOUNTABILITIES

- Disassembles locks, such as padlocks, safe locks, and door locks, and repairs or replaces worn tumblers, springs, and other parts.
- Inserts new or repaired tumblers into lock to change combination.
- Cuts new or duplicate keys, using key cutting machine.
- Moves lock pick in cylinder to open door locks without keys.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires no high school education.