

Warren Wilson College
Position Description

POSITION TITLE: Supervisor of the Locksmith Crew

DEPARTMENT: Locksmith

REPORTS TO: Director of Facilities Management & Technical Services

POSITION SUMMARY:

The Supervisor of the Locksmith Crew has primary responsibility for the maintenance of doors and locks on campus buildings and structures, which includes teaching student crews the skills necessary to repair, maintain and install locks, doors and door hardware. The Supervisor of the Locksmith Crew also maintains a master key system that provides solid security to the campus, estimates costs and materials for jobs, and orders supplies that are necessary to complete jobs.

SPECIFIC RESPONSIBILITIES:

1. Responsible for all locksmith activities as directed to the department; plans and schedules the work of the student crew supervised.
2. Trains and supervises student workers in proper installation, maintenance, control, and repair of keys, locks, doors, door hardware.
3. Estimates and orders the amount and type of materials or tools needed to complete a job.
4. Supervises and manages key control, both short and long term, for the campus. Coordinates key checkouts with the Residence Life and Conference Office. Maintains and organizes key vault.
5. Evaluates student work and recommends personnel action involving, but not limited to, hiring, transfer, and performance. Interviews potential candidates for the crew, uses discretion in hiring them.
6. Maintains college tools and equipment related to Locksmith Crew including, but not limited to: vehicles(s), key machines, installation tools, and inventory.
7. Stays on 24-hour on-call notice for any lock or door emergency that poses an immediate threat to the security of a person, or the property of a person or the College.
8. Remains knowledgeable of advances in security techniques and equipment, recommends enhancements where needed.
9. Performs other duties, as assigned.

WORKING CONDITIONS:

Must be able to maintain present security level for entire campus in all weather conditions.

QUALIFICATIONS:

1. Minimum of four years experience in Locksmithing.
2. Prior experience in a supervisory position.
3. Proven ability to teach and train skills necessary to the job.
4. Time management and organizational skills required.
5. Must be able to work with students to teach necessary skills and offer positive reinforcement and feedback.
6. Must maintain registration with national trade association to be authorized in the use of restricted locksmithing tools.
7. Ability to work well with faculty, staff, students, and members of the larger community.