

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Camp Grayling
4. Civil Service Position Code Description Locksmith-E	10. Division Facility Engineering
5. Working Title (What the agency calls the position) Locksmith	11. Section Facility Engineering
6. Name and Position Code Description of Direct Supervisor ; BUILDING TRADES SUPERVISOR-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor ; NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work M-93, CAMP GRAYLING, MI 49739 / 07:15-16:00
14. General Summary of Function/Purpose of Position This position will perform a full range of locksmith and electronic access system duties, including the installation, maintenance and repair of locks, doors, and hardware, opening of locks on doors and safes, and the changing of lock combinations in state facilities at the worksite. Other duties include general carpentry, such as repairing, adjusting, and maintaining door hardware, mechanisms, and frames as needed.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 90

Performs a full range of Locksmith assignments.

Individual tasks related to the duty:

- Repairs and opens locks.
- Disassembles locks such as padlocks, door locks, and repairs or replaces worn tumblers, springs and other parts.
- Changes pin lock cylinders and safe combinations.
- Removes broken keys and repairs malfunctioning locks.
- Cuts keys by code or duplication.
- Maintains key and combination records.
- Installs and repairs locks on furniture, cabinets and other items.
- Fits and installs doors and related hardware.
- Installs or repairs hydraulic door closers and electronic door operators using hand and power tools.
- Performs electronic access control programming and manages electronic access system databases.
- Installs, repairs and maintains electronic access control systems, components and hardware.
- Designs and develops access control applications.
- Orders parts and supplies and maintains inventory records.
- May assist in training lower-level workers.
- Create keys and locks using the Best lock key system.
- Update key control using Keystone 600N software.
- Maintain Key Systems key storage boxes.
- Maintain doors, door hardware, locks, locksets, jambs, closers, etc.
- Performs related work as assigned.
- Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather.

Duty 2

General Summary:

Percentage: 5

Responsible for general carpentry as it relates to repairing, adjusting, and maintaining door hardware, mechanisms, and frames.

Individual tasks related to the duty:

- Perform carpentry tasks that relate to doors, door hardware, locks, jambs, etc.
- When not performing locksmith duties, perform general carpentry as needed.

Duty 3

General Summary:

Percentage: 5

Other Duties as assigned.

Individual tasks related to the duty:

- Attend vocational training to remain current on best software programs and any other complex electronic access security systems that may be utilized throughout this organization.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions that reflect the best way to carry out day-to-day functions (i.e., ordering parts, deciding what controls to use in a particular facility, scheduling of contractors or self to the various locations, etc.).

17. Describe the types of decisions that require the supervisor's review.

All decisions on major projects and emergency priorities.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Continuous walking, standing, bending, stooping, reaching, and kneeling. Overhead lifting, holding, climbing ladders and scaffolding occur frequently. Environmental conditions include working in inclement weather, dust, dirt, chemicals, disinfectants, noise from tools and motorized equipment operation. Overnight travel as needed. Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes, management developed PD.

23. What are the essential functions of this position?

This position will perform a full range of locksmith and electronic access system duties, including the installation, maintenance and repair of locks, doors, and hardware, opening of locks on doors and safes, and the changing of lock combinations in state facilities at the worksite. Other duties include general carpentry, such as repairing, adjusting, and maintaining door hardware, mechanisms, and frames as needed. Regular and substantial driving utilizing a state vehicle to perform job duties at the worksite including in inclement weather.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The Facility Engineering section is responsible for the installation, upkeep and maintenance of over 400 buildings throughout the Michigan Army National Guard reservation, Camp Grayling. This position ensures the security and preservation of real property by maintaining all the lock systems and key creation throughout these facilities.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Locksmith 7

No specific type or amount is required.

Locksmith 8

Two years of experience assisting in the locksmith trade.

Locksmith E9

Four years of experience in the installation, maintenance, and repair of locks, including two years equivalent to a Locksmith 8.

Alternate Education and Experience

Locksmith E9

Completion of a recognized program in vocational training for locksmithing may be substituted for two years of experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the standard methods, procedures, and various types of locks and tools used in the installation, maintenance, and repair of locks, doors, and hardware.
- Knowledge of the latest locks, locking systems, and electronic security devices.
- Knowledge of electronic access standard methods and procedures used in the installation and programming of electronic access systems.
- Knowledge of access equipment, card access control panels, card readers, infra-red readers, and other electronic access equipment.
- Knowledge of typical control strategies utilized in electronic building access applications.
- Knowledge of the occupational hazards and safety precautions of locksmithing.
- Knowledge of the standard methods, practices, principles, tools, and equipment used in the carpentry trade.
- Knowledge of the occupational hazards and safety rules and regulations applicable to the trade.
- Knowledge of the qualities, adaptability, and use of various woods and materials.
- Knowledge of employee policies and procedures.
- Skill in the use and operation of various hand and power tools.
- Skill in the installation of locks, doors, and hardware.
- Skill in diagnosing the cause of lock and door malfunctions.
- Skill in the use of the tools and equipment of the carpentry trade.
- Skill in constructing, altering and repairing walls, doors, windows, furniture, and cabinets according to blueprints, work orders, and sketches.
- Ability to study and comprehend new technology.
- Ability to follow blueprints, specifications, and instructions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date