

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. LOCKSMTE

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 TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Cybersecurity and Infrastructure Protection
4. Civil Service Position Code Description Locksmith-E	10. Division Office of Infrastructure Protection
5. Working Title (What the agency calls the position) Locksmith 8/E9	11. Section Security Services
6. Name and Position Code Description of Direct Supervisor THORNTON, CRAIG W; BUILDING TRADES SUPERVISOR-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor TRIBFELNER, MATTHEW D; DEPARTMENTAL MANAGER-2	13. Work Location (City and Address)/Hours of Work Joint Operations Center, 615 West Allegan, Lansing / 8:00 a.m.-5:00 p.m., Monday – Friday

14. General Summary of Function/Purpose of Position This position is responsible for standard installation, repair and maintenance of physical access control systems and hardware on DTMB-managed property and on some agency-owned and leased property. This position also assists with electronic access control system installation and repair under the direction of an advanced level locksmith.
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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: 75

Installation, repair and maintenance of physical access control hardware

Individual tasks related to the duty:

- Install, repair and maintain physical access control hardware such as lock sets, passage sets, door closers, lock cores, door strikes, etc.
- Disassembles locks such as padlocks, safe locks and door locks, and repairs or replaces worn tumblers, springs and other parts, and removes broken keys and repairs malfunctioning locks and seeks approval for non-standard work orders
- Changes pin lock cylinders and safe combinations, and maintains key and combination records
- Installs or repairs hydraulic door closers and electronic door operator using hand and power tools
- Re-pin lock cores
- Cut new and duplicate keys
- Program combination locks
- Accurately maintain confidential records
- Coordinate work with other trades to ensure timely and accurate completion of work
- Install panic devices

Duty 2

General Summary:

Percentage: 15

Installation and repair of electronic access control systems and hardware

Individual tasks related to the duty:

- Intermediate access control installations including pulling wires and installation of physical panels
- Preparing internal and external walls, doors, and frames for complex hardware installations through the use of cutting in a strike, drilling holes for the access control wire, run wire molding, etc.
- Coordinate work with other trades as needed to ensure timely and accurate completion of work

Duty 3

General Summary:

Percentage: 10

Performs other duties as assigned

Individual tasks related to the duty:

- Check for new work orders daily.
- Accurately input labor hours on work orders in a timely manner.
- Tracking the Preventative Maintenance (PM) program for all DTMB-owned buildings.
- Route work flow when work orders are complete.

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

Assignments from supervision are completed independently within established guidelines

Independent decision is necessary to determine how best accomplish assigned work

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

Prioritization and scheduling of work assignments

Equipment and hardware purchases

Design and layout of access control systems

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.

Some time on the telephone and use of a computer

Sitting, standing, walking, lifting, bending, climbing ladders

Some travel is required – occasional overnight

Occasional exposure to dust, noise, cold, heat, electrical, strenuous activity

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?

Manager prepared.

23. What are the essential functions of this position?

Install, repair and maintain access control equipment

Clear and consistent customer communication

Focus on excellent customer service

Adherence to policies and procedures

Prudent use of state resources

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?

Security Services installs, repairs and maintains physical and electronic access control systems and hardware on DTMB-managed property and on some agency-owned and leased property. This position is responsible for active participation in all aspects and functions of Security Services.

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 8

Two years of experience in a learning capacity assisting and performing locksmith activities under the direction of experienced and advanced-level locksmiths.

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 security devices.

Knowledge of the occupational hazards and safety precautions of locksmithing.

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.

Ability to study and comprehend new technology.

Ability to use a computer proficiently.

Ability to communicate effectively verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

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.

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