

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: LOCK AND DOOR SPECIALIST  
CLASS CODE: 7001  
  
FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE  
  
EFFECTIVE DATE: 3/21/2016 (REVISED 4/07/2005 VERSION)  
DEPARTMENT: PUBLIC WORKS

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### **JOB SUMMARY**

Under general guidance of the Carpentry Supervisor, performs skilled work in the maintenance of the County's lock, key, and door systems.

### **CLASS CHARACTERISTICS**

This is a journey classification level for skilled facilities maintenance and repair activities specific to keys, locks, doors, and door hardware.

### **ESSENTIAL FUNCTIONS**

Performs skilled work in the maintenance, repair, and installation of doors, locks, door closers, hinges, emergency exit hardware, handicap devices, and other door hardware for all County buildings.

Performs preventative maintenance on all doors, locks, padlocks, and related hardware on a regular basis and keeps records of all such maintenance.

Ensures adherence to County policies related to keys and locks.

Maintains hard-copy and computer records on the distribution of keys, entry cards and lock combinations for all County buildings.

Makes new keys and entry cards, replaces lost or damaged keys and entry cards, and ensures that keys and entry cards are issued to employees in a timely manner and in accordance with policy.

Ensures that all requests forms for keys and entry cards are filled out completely including all necessary signatures.

Coordinates with employees and departments to ensure that keys and entry cards are returned upon employee termination.

Performs annual audits of keys, entry cards, and lock combinations for all County facilities.

Assists with specifying and designing key, lock, and door hardware for construction and remodeling projects.

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Purchases necessary parts and materials to complete work requests, maintains an inventory of supplies, and completes work order paperwork.

Assists with construction and carpentry projects as needed.

Responds to emergency situations on an on-call basis when assigned.

**ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Assists other maintenance personnel in general and specific maintenance of County facilities.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

Mechanical applications.

**Skill in:**

Maintaining key systems and door hardware.

Reading, writing, and math.

Interpersonal communications to coordinate jobs and report completed work.

**Ability to:**

Establish and maintain cooperative working relationships with the public and other County employees.

Operate various hand and power tools.

Read blueprints for takeoffs of materials and time for project estimating.

Plan and sketch construction and remodeling projects.

Perform general building maintenance tasks.

**PHYSICAL DEMANDS**

**Frequently:**

Lift or otherwise move objects weighing up to 80 pounds.

Ascend or descend ladders, scaffolding, ramps, poles, and the like.

**Regularly:**

Walk, stand, or stoop.

Drives a motor vehicle.

Work for sustained periods of time maintaining concentrated attention to detail.

Work overhead and at heights.

Communicate via radio.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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**WORKING CONDITIONS:**

Work is performed in environmentally controlled and in partially environmentally controlled building. Work is performed in very noisy places. Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, hazardous chemicals, and poor ventilation. Work requires the use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes incumbent to unknown and dangerous conditions.

**EDUCATION AND EXPERIENCE**

Equivalent to a high school diploma; and five (5) years of journey-level work experience in maintenance of door hardware and access systems, or an equivalent combination of training and experience.

**LICENSING AND CERTIFICATION**

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Some incumbents may be required to possess a commercial drivers license (CDL). Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.