Humboldt State University

Vacancy Announcement

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Locksmith

Facilities Management

Job #21-54

Close Date: Tuesday, September 14, 2021

(Job #21-54) Locksmith, $5,402-$6,904/month. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a full-time, benefited, non-exempt, 12-month pay plan position in Facilities Management. Please note that if the selected candidate is an active, stateside, staff Humboldt State University employee, the candidate will be appointed as permanent with a one-year probationary period. If the selected candidate is not an active, stateside, staff Humboldt State University employee, the candidate will be appointed as temporary. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Under general supervision, the Locksmith oversees and coordinates the shop responsible for access control and door hardware on campus. Manages the shop backlog and coordinates with other trades and contractors to ensure repairs, preventative maintenance and projects are completed in a timely and cost-effective manner. Performs repairs, installs and maintains hard key and electronic access control systems on campus and responds to campus emergencies as needed.

Duties: The incumbent is responsible for the installation, repair, remodel and maintenance of manual and automated locks; locking systems and security devices; low voltage computerized access control systems; door openers, closers and hardware; work with IT on locking system server and database management as well as IP addressable locking hardware; and campus safes. The locksmith is responsible for working with Facilities Management leadership and the campus community to create access credentials that includes: cutting and issuing hard keys as well as programming and issuing key cards. Inspection of work completed by in-house staff and contractors for conformance with specifications.
requirements and compliance with applicable building and safety codes and regulations. The incumbent provides direction to a small group or crew of skilled crafts workers and office staff supporting the key distribution process.

**Minimum Qualifications:** The abilities of a Locksmith normally would be acquired through any combination of progressively responsible training and experience which demonstrates achievement of journey-level skills equivalent to that acquired through completion of a locksmith’s apprenticeship program.

**Required Knowledge, Skills, and Abilities:**

- Must possess comprehensive knowledge of master key systems; a thorough knowledge of electronic locking and security systems, and thorough knowledge of key management software systems.
- Working knowledge of job design and work sequencing related to construction, remodel and upgrade projects.
- Must be able to plan and direct the work of skilled crafts workers and their semi-skilled assistants.
- Ability to determine and coordinate staffing, materials and equipment needs for multiple jobs and projects.
- Ability to ensure accuracy and maintenance of assigned record-keeping systems.
- Must be able to perform design work related to new and upgraded locking and security systems.
- Must possess and demonstrate computing skills as required by the position.
- Must provide excellent customer service to the campus students, faculty and staff.
- Must demonstrate and possess the ability to work cooperatively with the campus students, faculty, and staff.
- Ability to effectively communicate with persons inside and outside the organization at a level appropriate for this position.
- Ability to communicate effectively and work harmoniously with staff, students, and faculty from diverse backgrounds.
- Ability to work at night, weekends, holidays and or perform alternative shift work.
- Must be able to lift and carry equipment and supplies up to 50 lbs. maximum and wear appropriate PPE.
- Possession of a valid driver’s license and maintenance of good driving record.

**Preferred Qualifications:**

- Certified Locksmith.
- Certified for preforming annual fire door annual inspections per NFPA 80 or ability to obtain.
- Door and Hardware Institute certified – AHC (Architectural Hardware Consultant), CDC (Certified Door Consultant), EHC (Electrified Hardware Consultant) or AOC (Architectural Opening Consultant).
- Three or more years’ experience as a journey-level locksmith.
- Expertise in the installation and maintenance of door hardware.
- Knowledge of Schlage and Medico key and master systems.
- Knowledge of Onity card access control programing and systems.
- Ability to determine material, equipment and staffing needs for projects; monitor work progress and inspect work to ensure it meets quality requirements and local and state building specifications.
- Serve as the campus expert on all matters pertaining to computerized access control systems, locks, locking systems, and fastening devices; consult with campus administrators on the types of systems and devices most appropriate for new facilities and major replacements, as well as the maintenance and improvements of campus key and access control policies.
Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: https://forms.humboldt.edu/employment-history-form; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/93324

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Tuesday, September 14, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Humboldt State University’s Flickr page.