Georgia State University

Job Title: Locksmith Foreman

BCAT Code: 091X05
Pay Grade: G14

Effective Date: April 1, 2007
FLSA Status: Non-Exempt
Revision Date: July 1, 2013

General Description
Performs skilled manual work, such as the supervision of employees involved in installing, repairing, rebuilding and servicing mechanical or electrical locking devices.

Examples of Duties
- Trains lower level employees.
- Schedules the work of lower level employees.
- Estimates material, cost and time required to complete assignments.
- Disassembles locks, repairs or replaces worn tumblers, springs and other parts.
- Inserts new or repaired tumblers into the lock to change the combination.
- Cuts new or duplicate keys.
- Moves the lock pick in the cylinder to open door locks.
- Maintains the record of University keys and locks.
- Cleans the work areas and tools.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Considerable knowledge of the tools, equipment and practices of the locksmith trade.
- Considerable knowledge of the operating principles of various locks.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Ability to operate tools and equipment used in the locksmith trade.

Minimum GSU Hiring Standards
Technical or vocational degree and two years of experience at a lead worker or supervisory level; or high school diploma or GED and four years of related experience, including two years at a lead worker or supervisory level; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section