



Locksmith – 2680
Facilities Maintenance Technician - Building
Facilities Operations

Type: Full-Time

Posted: 09/13/2022

Application Due: 09/27/2022

Salary: \$31,200 - \$42,559

Min T/E Requirements

Graduation from high school or equivalent. Experience in the trade(s) areas related to the position's role (locksmith) may be substituted on a year-for-year basis. Valid Driver's License.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions but may not be applicable to all positions.

Degrees must be received from appropriately accredited institutions.

Job Description:

Established in 1887 as a school for the education of American Indians, The University of North Carolina at Pembroke serves a distinctly diverse student body and encourages inclusion and appreciation of the values of all people. Located in the heart of Pembroke, N.C., UNCP boasts an enrollment of 7,500 in 41 undergraduate and 18 graduate programs and offers a personalized learning environment where faculty and staff are dedicated to engaged scholarship, high academic standards, creative activity, and public service. Spread over 281 acres, the campus offers a sense of community and belonging—a place where faculty and staff feel supported, take pride in the university's mission, and are devoted to excellence in teaching, learning and research, and to developing leaders who make a difference in their communities.

Responsible for all lock related maintenance to all locking devices, which includes but is not limited to; mechanical locks, electronic card access equipment, code access equipment, door closures, ADA door openers and pressure switch operated doors. Conducts maintenance, preventive maintenance, works with vendors on repairs and/or replacements of locking devices that are not working properly for any given reason. Assists supervisor with maintaining current records on all classroom, administration and auxiliary facilities in regards to all locking devices. This position also maintains a key program that consists of key distribution, retrieval and electronic record keeping of such transactions. Receives weekly training from locksmith supervisor whether within shop area or in field. Performs other related duties assigned.

This position has been designated as Mandatory Personnel: Mandatory Employees: Employees whose presence has been determined to be mandatory to university operations during certain types of adverse weather or emergency events.

Management Preference

Five to seven years of directly related experience

Special Instructions to Applicants: This position is subject to the successful completion of an employment background check. An employment background check includes a criminal background check, employment verification, reference checks, license verification (if applicable) and credit history check (if applicable). In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. New employees are paid only by direct deposit to the financial institution of their choice. Candidates claiming Veterans Preference must attach a copy of their DD-214 as a part of the online application process.

UNC Pembroke is an Equal Opportunity Employer. The University prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibits discrimination against all individuals based on their age, race, color, genetic information, religion, sex, sexual orientation, gender identity or expression and national origin. UNC Pembroke is a VEVRAA Federal Contractor and seeks priority referrals of protected veterans for our openings.

Interested Candidates may apply at the following URL: <https://jobs.uncp.edu/postings/9162>

Questions about this posting may be directed to Joanne B. McMillan, HR Consultant for Employment, at hr@uncp.edu or by phone (910) 521-6534.