



EMPLOYMENT OPPORTUNITIES

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SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Civil Service Position CS17-129c

July 12, 2017

Position Title

Key Control Locksmith (5631)

Hiring Unit

Facilities Management

Job Description/Responsibilities

The Key Control Locksmith is responsible for the operation, maintenance, and records of the Master Keyed Lock System for all the physical facilities of SIUE.

The major duties of the position include, but are not limited to:

- Maintain master key patterns, codes, and combinations for the entire campus.
- Consult with department heads, University policy, and project engineers/architects on new and existing building security to coordinate with master key system.
- Supervise student clerical personnel involved in issuing keys and updating the hard copy and computerized file system.
- Prepare periodic reports as necessary.
- Devise master keyed systems for new and existing buildings and renovated areas (i.e. cut keys, combination locks, extend schematics) subsequent to installation of door and/or equipment hardware by appropriate craft employees.
- Review all key requests to ensure the propriety of issuance.
- In cooperation with Facilities Management Administration, make recommendations for changes/updates to the University Key and Lock Policy and maintain the policy.
- Maintain and update exterior door keyless card access units and inventory database, including electronic recombination, database updates.
- Repair and maintain locks and related hardware.

The Locksmith may be assigned additional duties and responsibilities in support of the department's mission and goals.

Minimum Qualifications

Four years of experience in the repair/maintenance of locks, door checks, related hardware, and the making and duplication of keys, including apprenticeship and/or vocational training.

About SIUE

Southern Illinois University Edwardsville is a nationally recognized university that provides students with a high-quality, affordable education that prepares them for successful careers and lives of purpose. Built on the foundation of a broad-based liberal education, and enhanced by hands-on research and real-world experiences, the academic preparation SIUE students receive equips them to thrive in the global marketplace and make our communities better places to live.

Situated on 2,660 acres of beautiful woodland atop the bluffs overlooking the natural beauty of the Mississippi River's rich bottom land and only 25 minutes from downtown St. Louis, the SIUE campus is home to a diverse student body of more than 14,000.

SIUE is educating and developing professional and community leaders through excellent faculty and programs. U.S. News & World Report Best Colleges of 2016 lists SIUE among the best Regional Universities Midwest for the 12th consecutive year, and 10th overall in that category.

SIUE is fully certified at the Division I level by the NCAA and as a member of the Ohio Valley Conference, the Missouri Valley Conference (men's soccer) and the Southern Conference (wrestling).

The city of Edwardsville was included among the Family Circle magazine's Top 10 Best Towns for Families in 2010 and is consistently cited as one of the top cities in Illinois for families, based on several factors, including affordability, green spaces, excellent schools, low crime rate, financial stability and philanthropic spirit.

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Preferred Qualifications

- Skill in repair and maintenance of locks and related hardware at a journeyman level.
- Skill in use of shop and hand tools commonly used in lock repair at a journeyman level.
- Experience with the BEST Key and Lock System, BEST software, and BEST Key Inventory database used by the University.
- Experience with report writing and presentations.
- Valid driver's license.

Residency

For Civil Service positions, Illinois residency is required within 180 calendar days of the start date for the designated position.

FLSA Status

Non-Exempt

Salary

\$4583.33 Monthly

Application Process

This position is a current civil service vacancy at Southern Illinois University Edwardsville. This position will close to applications at 4:30 pm CST on the posting end date.

Applicants must submit a Civil Service application (required), a detailed resume, and unofficial transcripts through HireTouch. Your resume should reflect all relevant skills and experience related to the minimum qualifications listed for this position. If qualifying by education, you must submit your transcript at the time of application. Applicants qualifying for Veteran's preference must submit a copy of form DD214 at the time of application. Any other licenses or certifications related to the position should also be submitted at the time of application.

To apply for a vacancy, click the "Apply" button. This will prompt you to access your existing HireTouch account or create a new account. Instructions for creating a new account are available at: HireTouch Set-Up. Only create a new account if you have NEVER created an account. In your HireTouch account, you will upload all necessary documentation as requested above. After logging in or completing your new profile, you can then complete your application process for individual positions.

For Civil Service positions, Illinois residency is required within 180 calendar days of the start date for the designated position.

Applicants will be subject to a background check and/or drug screening prior to an offer of employment. NOTE: Some positions may be represented by a union and may require union dues.

For more information please visit the Office of Human Resources website at www.siu.edu/humanresources or call Civil Service Testing at 618-650-2190.

Application Deadline

July 25, 2017



Southern Illinois University Edwardsville is a state university. Benefits under state sponsored plans may not be available to holders of F1 or J1 visas. Applicants will be subject to a background check and/or drug screening prior to an offer of employment.



SIUE is an Equal Opportunity Employer committed to an inclusive and diverse workforce. We will not discriminate against any person on the basis of age, color, disability status, gender, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. We encourage applications from women, minorities, protected veterans and people with disabilities. In compliance with the ADA Amendments Acts (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with SIUE, please call 618-650-2190 or email EmploymentHR@siue.edu.

The SIUE Annual Security and Fire Safety Report is available online at siue.edu/securityreport. The report contains campus safety and security information, crime statistics, fire safety policies, and fire statistics for the previous three calendar years. This report is published in compliance with Federal law, titled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and the Higher Education Opportunity Act also known as the "Campus Fire Safety Right to Know." For those without computer access, a paper copy of the report may be obtained, with a 24-hour notice, from the Office of the Vice Chancellor for Administration,

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