

## NOTICE OF VACANCY

**Position to be Filled:** LOCKSMITH  
**Range:** 14  
**FLSA Status:** Non-Exempt  
**Projected fill date:** To Be Determined  
**Application Deadline:** September 16, 2011

### **POSITION DUTIES INCLUDE:**

Plans, installs, services and tests mechanical and electronic locking control, intercom and video surveillance systems. Makes emergency repairs to detention and security locking and intercom systems. Open, repair and change the combination of all types of locking devices and makes keys for same. Determines the correct locking system to install based upon facility requirements. Estimates time and material costs on proposed projects. Completes requisitions for materials and equipment for key installations and engraving. Procures and stocks material for bench stock. Maintains inventory of all lock and detention-related hardware for use by maintenance staff. Trains other maintenance personnel to make simple repairs of locks and detention systems. Repairs and maintains all types of doors, door closers, exit devices, panic hardware and related hardware. Compiles and updates a confidential log of system codes. Performs other maintenance duties as assigned.

### **THIS POSITION REQUIRES:**

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects and rodents. Requires working at heights from ladders and scaffolds.

### **MINIMUM QUALIFICATION:**

High school diploma or G.E.D. AND five (5) to seven (7) years of increasingly responsible experience in the installation, repair and servicing of mechanical and electrical locking devices, security systems and/or detention systems;

OR

Associate's degree in an electronics, electrical or related technical field and three(3) years of increasingly responsible experience in the installation, repair and servicing of mechanical and electrical locking devices, security systems and/or detention systems;

OR

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of the job.

### **LICENSES, REGISTRATIONS CERTIFICATIONS, OR SPECIAL REQUIREMENTS**

Locksmith Certification

Valid Texas Driver's License

### **PREFERRED QUALIFICATIONS:**

Three (3) or more years of correctional or institutional experience

Three (3) to more years minor plumbing and electrical experience.

Bilingual: English/Spanish

**APPLICATION PROCESS:** All applicants should apply online at [www.traviscountyjobs.org](http://www.traviscountyjobs.org). Resumes should include minimum qualifications, work history, and all applicable job skills and training.

**Consideration may be given for diversity, special skills, or other factors contributing to TCSO goals.**

**This posting is in compliance with the Civil Service Commission's Rule and Regulations. (10/99)**

**TCSO is an Equal Opportunity Employer**

Notice Posting Date: 08/04/11