

**CINCINNATI METROPOLITAN HOUSING AUTHORITY
JOB POSTING**

JOB TITLE: LOCKSMITH	
MINIMUM SALARY: \$20.35/hour-Position is overtime eligible	
DEPARTMENT: SECURITY SYSTEMS	SECTION: LOCKSHOP
HOURS OF WORK: 8:00 AM - 4:40 PM (M-F)	BARGAINING UNIT: AFSCME
POSTING DATE: October 24, 2011	APPLICATION DEADLINE: Until position is filled.

**SUBMIT APPLICATIONS TO: Department of Human Resources
Cincinnati Metropolitan Housing Authority
16 West Central Parkway
Cincinnati, Ohio 45202**

SUMMARY: The incumbent performs the full range of technical activities required to implement and maintain state-of-the-art security and keying systems for all CMHA properties. Performs work independently, requiring minimal supervision. Reports to: Manager Acquisitions and Funding Compliance.

ESSENTIAL FUNCTIONS: include, but are not limited to, the following:

- Implement a master keying systems for residential and CMHA office buildings. Read pinning charts and manipulate charts for cross keying. Make key and master key cylinders.
- Maintain key control and pinning records for all locks within the housing authority.
- Operate and Maintain various types of equipment HPC 1200, ITL 9000, Pro Lock Punch Machines, Duplicators
- Install, repair and replace lock and door hardware, including Falcon, Marks, Arrow, Schlage, Modernization kits, mailbox locks, etc.
- Install, repair and replace all types of door closers, including hydraulic and power assisted. Repair and make adjustment to doors and doorframes as needed to ensure proper lock installation and operation.
- Repair and replace low voltage systems; including electric strikes, doorbells, handicap access buttons, card readers, intercom systems.
- Input data into the computer to update and maintain key entry system.
- Perform additional duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Demonstrated proficiency in reading, writing and basic business math at a twelfth grade level.
- Demonstrated knowledge of the standard practices, tools, materials and safety related to general buildings and grounds maintenance.
- Minimum of 18 months experience re-keying and installing locks and related security hardware.
- Demonstrated knowledge and ability to interpret and manipulate pinning charts.
- Demonstrated knowledge of low-voltage electronic security systems.

EQUIPMENT USED: Typical equipment used includes, but is not limited to, the following: code generating machines, key punch machine, key duplicators, pinning kits, picks and followers, electric drills; hole saw, installation jigs and circular and reciprocating saws; sander.

PHYSICAL REQUIREMENTS: Extensive exposure to all kinds of weather. Routinely lifts up to 100 lbs. Extensive standing, bending, walking, climbing and crawling. Good manual dexterity.

OTHER: The incumbent must possess and maintain a valid driver's license in state of residence and an insurable driving record under the terms and conditions of the CMHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.