MAINTENANCE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Locksmith

DEPARTMENT: Facilities Operations, Lincoln Center

RESPONSIBILITIES:
- Repairs, maintains, and installs door locks, cylinders, locking devices and other door and security hardware and equipment.
- Prepares and issues keys and maintains key inventory issue card/system.
- Maintains inventory and upkeep of locksmith shop.
- Performs other work typical of craft.
- Assists other trades as needed.
- Installs repairs and replaces all door hardware, including mechanical/electrical components.
- On 24/7 call for emergency duties.

WORKING CONDITIONS:
- Typical to maintenance of large university facilities, including exposure to inclement weather.

QUALIFICATIONS:
- H.S. Diploma or GED required; technical school preferred
- Minimum of 5 years in locksmithing field
- Minimum of 5 years carpentry trade experience
- NYC Locksmith License preferred
- Formal training on access control / panic devices preferred
- Experience with and ability to use hand and power tools, ladders, and other tools and equipment typical to this position.
- Valid Driver’s License required

SALARY:
- $3472.00 Bi-weekly
  (Internal Applicants with 3 or more years of service)
- $2777.60 Bi-weekly
  (New Employees)

HOURS:
- Monday-Friday
  7:00 am-3:30 pm

FLSA CATEGORY:
- Non-Exempt

START DATE:
- ASAP

SEND LETTER, RESUME, applebaum@fordham.edu AND APPLICATIONS TO:

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories