

# WESTERN MICHIGAN UNIVERSITY

**TITLE:** Key Core Technician

**GRADE:** ST1

**FUNCTIONS:**

All functions for this position are acted upon with proper training or direction of an ST1/ST2 journey person and/or management to maintain safety and assure compliance with guidelines. The incumbent provides first line customer response with particular communication and customer satisfaction skills required as main focus of this position.

This position provides skilled labor and works with tools to repair, replace and maintain cores. The incumbent changes cylinders and drills out frozen cylinders when necessary. Incumbent will work with building coordinators on rekeying part or all of a building.

The incumbent maintains the computer key program information required to update building and systems drawings to accurately reflect current status and, as assigned, may assist in the technical training of helpers and/or students. This position determines inventory requirements for supplies, construction materials and replacement parts, and notifies supervisory personnel when (re) ordering are necessary. This means that there would be enough key blanks and cores in case of an emergency for the residence halls. Incumbent has to be able to distribute keys for new cores and also keep track of the key/core codes.

This position operates a motor vehicle to transport tools, supplies and materials to work sites. The incumbent organizes assigned work so as to minimize materials and in a manner required for proper completion of work, and instructs others in the operation of and preventive maintenance for all related tools and equipment.

This position maintains the work area, all tools, all equipment, all supplies and any assigned vehicle(s) in a neat, clean and orderly condition and performs all work in accordance with established safety practices. The incumbent must wear MIOSHA approved safety shoes at all times and must wear a hard hat and safety glasses when using power tools. Other protective gear must be worn when appropriate. The incumbent must wear no loose-fitting clothing which might become entangled in equipment or machinery, posing a hazard to incumbent's safety. This position performs additional duties as requested by supervisory personnel.

This position requires incumbent to be able to pin cores, cut keys, and install cores in WMU's facilities. This includes working with mechanical locking devices. This position works with grinders, key cutting machines, cordless portable power tools, screw drivers, wrenches, drills, hammers, chisels, tweezers, and various hand tools.

This position provides journey level craft labor, working with tools to install, repair, replace and perform preventive maintenance for all types of door hardware. The incumbent installs, repairs and maintains mortise locks, keyless mechanical locks, exit and exit control devices, exit alarms, closures, and hold open devices. This position installs devices in prepared doors and/or prepares doors to accept locking devices, drilling holes and pockets for cylinder and mortise locks. The incumbent installs security devices to manufacturer's specifications, ensures proper operation of systems/components, and/or aligns bolts and cylinders, and attaches knobs. The incumbent maintains exit hardware and door hardware on all doors. The incumbent repairs locking devices, dismantling malfunctioning and/or broken devices; removing mechanical parts; and installing new or reconditioning existing parts.

#### QUALIFICATIONS:

The incumbent must be able to read and comprehend written instructions and safety regulations regarding the performance of job duties, and must have sufficient writing and mathematical skills to prepare semi-skilled estimates and supply requisitions. The incumbent must be able to interpret written specifications and operating instructions. Possession of a valid Michigan driver's license is required for operation of any assigned vehicle used to transport tools, supplies, materials, and equipment between work sites. The incumbent must perform annual training on L.E.I.N. (Law Enforcement Information Network) and submit to periodic background checks as required by the FBI, will also go through Cleary/CSA training as required by the Department of Education.

In order to perform the essential functions of the job, the incumbent must be able to transport a tool box weighing 20 lbs. a distance of 200 yards at least ten (10) times per day in order to access work sites. The incumbent must be able to raise materials and components weighing 10 lbs. to a height of four feet (48 inches) at least 10 times per day.

The incumbent must be able to raise, manipulate and maneuver tools, materials, hardware and equipment. The incumbent must be able to use screwdrivers, wrenches, drills, hammers, chisels, tweezers, and other hand tools and devices for two hours at a time for the entire length of shift. The incumbent must have the ability to finely adjust tools.

The incumbent must be able to tolerate with some type of hearing protection, exposure to noise ranging up to 70 decibels when operating power tools and must be able to tolerate exposure to dirt, dust, pollen and other airborne debris.

In order to obtain a valid Michigan driver's license, the incumbent must possess 20/40 vision with or without corrective lenses. The incumbent must possess sufficient visual acuity with or without corrective lenses to properly place and align screws, nuts, bolts, and other fastening devices.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job with or without accommodation.

The incumbent must have a minimum of five (5) years experience working with pinning cores and cutting keys. Incumbent must have a high school diploma.