Job Title: Hardware Specialist
Compensation Rate/Grade: Grade 6
Department: Facilities Services
Updated: December 2011

Essential Functions:
• Installation, repair and maintenance of electrical and mechanical locking and security devices.
• Installation, repair and maintenance of hardware devices and door systems.
• Maintain computerized key record system.
• Follow a scheduled preventive maintenance plan for locking and hardware systems.
• Ability to work at heights of up to 70 feet in confined areas and at times during inclement weather and able to lift 70 lbs.
• Ability to perform manual labor, including bending, stooping and reaching.
• Follow work assignments, instruction, labeled information and safety standards independently.
• Assist campus architect and engineers in development of remodeling, retrofit and new construction.
• Provide quality customer service to faculty, staff, students and campus visitors.

Required Qualifications:
• Demonstrated interest and experience in all building hardware related maintenance as needed to perform the essential functions listed below.
• Satisfactory past work performance.
• Demonstrated ability to work with minimum supervision.
• Willingness to work overtime and accept off-shift assignments.
• Valid driver's license.
• Excellent attendance record.

Preferred Qualifications:
• Understanding of electrical and mechanical locking systems and related hardware.
• Recognized training program and minimum of 5 years experience including installing/maintaining electronic locks and card readers, computerized key files, and develop related preventive maintenance program.
• Able to pass manufacturer certification on security systems within 6 months of starting.
• Experience with computerized security systems desirable.
• Licensing, certification and formal training as are applicable.

Physical Demands:
• To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.