

**Job Title: Hardware Specialist**  
**Compensation Rate/Grade: Grade 6**  
**Department: Facilities Services**  
**Updated: January 2020**

**Essential Functions:**

- Installation, repair and maintenance of electrical and mechanical locking and security devices to include ADA and Life Safety compliance.
- Installation, repair and maintenance of hardware devices and door systems including ADA doors and access control equipment.
- Maintain records and computerized key system.
- Work with campus planning department in building remodel and new construction as to door hardware and Master keying layout.
- Follow a scheduled preventive maintenance plan for locking and hardware systems.
- Follow work assignments, instruction, labeled information and safety standards.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Use of technology, such as email, smart devices (ex: iPad, iPhone), work order system/programs.
- Attend to Facilities Services related emergencies when necessary.
- Enforce and support policies established by the Facilities Services leadership.
- Work with and lead the activities of student staff.
- Attend safety meetings and other related meetings.
- Perform other related duties as required.

**Required Qualifications:**

- Demonstrated interest and experience in all building hardware as needed to perform the essential functions listed above.
- Demonstrated knowledge of building Master keying systems and layout for large keying systems.
- Demonstrated knowledge of Life Safety and ADA compliance as to door and hardware systems.
- Satisfactory past work performance.
- Demonstrated ability to work with minimum supervision.
- Willingness to work off shifts, holidays and overtime as necessary valid driver's license with acceptable driving record.
- Excellent attendance record.

**Preferred Qualifications:**

- Minimum of 5 years of experience and recognized training in building Master keying and building layout.
- Minimum of 5 years of experience and recognized training in electrical and mechanical locking hardware systems including installing and maintaining electronic locks and card readers.
- Minimum of 5 years of experience and recognized training in ADA and Life Safety compliance as to door hardware systems.
- Demonstrated ability to keep records and understand key codes.
- Experience with computerized security systems.
- Able to pass manufacturer certification on security systems within 180 days of start of employment.
- Experience with inventory of hardware products and ordering as needed to keep the university safe.

- Licensing, certification and formal training as are applicable.

**Physical Demands:**

- Ability to lift up to 70 lbs.
- Work at heights up to 70 feet in confined spaces and during inclement weather.
- Ability to perform manual labor, including bending, twisting, stooping and reaching as needed.
- Ability to work outdoors and/or in unairconditioned buildings, at university events, as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather.
- 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.