



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
August 2023**

Agency: The Department of Administrative Services

Division: Enterprise Asset Management

☐ New ☐ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Physical/Elec. Security Tech. 1</u>	b. Classification No:	<u>C4037</u>
c. Effective Date:	<u>July 1, 1991</u>	d. Position No:	<u>6412003</u>
e. Working Title:	<u>Locksmith</u>	f. Agency No:	<u>10700</u>
g. Section Title:	<u>Maintenance</u>	h. Budget Auth No:	<u>000514590</u>
i. Employee Name:	<u>Vacant</u>	j. Repr. Code:	<u>OAS</u>
k. Work Location (City – County):	<u>Salem/Marion County</u>		
l. Supervisor Name:	<u>Jonathan Davis</u>		
m. Position:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
n. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services ("DAS") is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer ("COO"), a central component of DAS, unites statewide solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

Enterprise Asset Management is comprised of the Facilities Program, including Maintenance, Operations, Planning and Construction Management, and Real Estate Services; the Statewide Fleet Administration and Parking Services Program, and the Oregon Surplus Property Program. The core focus of these programs is property management, both real and personal, for the benefit and optimal use of state government enterprise-wide to support agencies space, travel, and operational needs. We are responsible for cost effective, quality, and efficient asset life cycle management: acquisition, operation, maintenance, and disposal.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Install, alter and repair locks, door closers, exit devices, mechanical portions of A.D.A. door operators, and related door hardware in all DAS maintained buildings. Assist in the design, modification and maintenance of a GGMK (Great Grand Master Key) system. Maintain inventory of keys for stock and records of keys distributed to key coordinators and key holders.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
35%	NC	E	<p>Maintain GGMK (Great Grand Master Key) system for all DAS buildings. Work in conjunction with our secure Medeco keyway Administrator, to control secure keying.</p> <p>Meet with various agency personnel to determine needs and size of master key system. Research and develop master key systems to satisfy tenant's needs for building security. Issue keys and maintain records of those receiving keys. Stamp keys with identifying information, to assist with key tracking. Track all changes of keying and key issues in computerized key inventory program. Key lock cylinders to correct pin combinations to ensure integrity of system.</p> <p>Cut keys for DAS personnel and for building tenants, using key machine.</p>
30%	NC	E	<p>Install, alter, maintain and repair all locks and mechanical door hardware of all types. Lock types include cylindrical and mortise case locks, pushbutton combination locksets and exit devices. Utility lock types include cabinet locks, padlocks, file cabinet locks, desk locks, parking meters, and equipment panel locks. Electronic locking devices include electric strikes, magnetic locks, electrified panic devices, and electric cylindrical and mortise case locks. Door hardware to include, but not limited to: door closers, thresholds, astragals, flush bolts, mullions, hinges. Change combinations on safes, vaults, and pushbutton locksets.</p> <p>Work on antique and one-piece locks that are not available to replace. Manufacture parts as needed to maintain locksets.</p> <p>Respond to emergency failures of electrical and mechanical locking devices. Troubleshoot and make repairs with/without the benefit of technical manuals and wiring diagrams. Modify and make recommendations of replacement equipment. Coordinate work to prevent delays or inconvenience to agencies or users of agency services. Maintain the door operating equipment to meet A.D.A. standards. Assist tenant, when necessary, in gaining access to their areas or property.</p> <p>Perform routine preventative maintenance according to manufacturer's specifications. Regularly inspect and test all locking systems to ensure proper performance. Diagnose</p>

			problems and making repairs or modifications or arranging for necessary repairs or modifications to be completed.
30%	NC	E	<p>Maintain library of technical materials such as repair manuals, blueprints, technical catalogs, and specification sheets. Collect and compile data used to track status reports to management.</p> <p>Assist in managing small contractor projects for the installation, repair, and modification of doors and door hardware. Maintain database to track project status. Assist in the review of blueprints for proposed construction to ensure accuracy of application and material.</p> <p>Request bids on projects including estimates of labor and materials.</p> <p>Maintain inventory of equipment and supplies and recommend inventory adjustments.</p> <p>Review new construction plans and specifications for door hardware, doors, frames, and A.D.A. hardware to ensure adherence to fire and life safety standards, building codes, and DAS standards.</p> <p>Maintain networked Key watcher system, using proprietary program to control access to keys. Update system as needed, to accommodate for staffing and project changes. Provide system reports, as needed.</p> <p>Perform special projects as requested. Estimate time and material, and maintain schedules.</p>
5%	NC	NE	<p>Assist Keycard system personnel with installation, repair, and maintenance of electronic access system.</p> <p>Assist in evaluating proposed and existing door hardware in cooperation with the State Fire Marshall officials to ensure adherence to all fire and life safety issues.</p>
100 %			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Most of this work will be performed in a field maintenance environment. Employee may work alone or with other staff as required. Employee is exposed to working in confined spaces, adverse weather conditions and risk of injury if safety rules are not followed. The employee must be capable of long hours of physical work, understanding safety measures, construction procedures, and work off ladders and scaffolding, in areas with poor lighting. Work requires operation of hand tools and power tools. Employee must use proper lifting techniques to lift or move equipment. Employee must have the ability to lift up to 75 pounds. Assistance with lifting is available for the employee, if necessary.

Special Working Conditions for State Medical Examiner's Office, State Police Forensics Laboratory, Occupational Health Lab (OR-OSHA), Environmental and Biological Lab (DEQ/PHL lab):

Staff working in this facility may have visual or sensual exposure to an assortment of Forensics Laboratory, Environmental & Biological Lab or Medical Examiner Laboratory environments that could include unsanitized evidence contaminated with body fluids from crime location, materials from Medical Examiner's lab or body evidence from deceased persons. Working in close proximity to this evidence or materials may be required to perform the duties of this job. DAS staff performing work in secure areas or labs will be escorted by Forensics or Medical staff at all times.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Department Policy Manual
- Uniform Building Codes
- National Electrical Codes
- OSHA Rules
- ANSI Standards
- National Fire Protection Association Rules
- A.D.A. Guidelines

Particular attention is given to safety and is discussed at monthly safety meetings and all new employee orientations.

- b. How are these guidelines used?

The employee must refer to these references to aid in making appropriate maintenance decisions.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
State Employees	In Person/Phone/E-mail	Building Duties	Daily
Security Program Manager	In Person/Phone/E-mail	Work Assignments	Daily
General Public	In Person/Phone/E-mail	Information	Daily
Contractors	In Person/Phone/E-mail	Building Security	Daily
Consultants/Project Managers	In Person/Phone/E-mail	Information/Consulting	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Make decisions on a daily basis as to the best way to approach a project or problem.

Decisions affect the timeliness, quality, cost and overall success of the projects.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
CFMM1	2532001	In Person, Phone	Daily	For quality and timely completion of projects.
		Written / In Person	Quarterly	Performance Evaluation

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? N/A
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements:

- Must possess and maintain an Oregon Locksmith Certification.
- Must have working knowledge and experience with a minimum of a Grand Master keying system.
- Must possess and maintain a valid driver's license issued by the state where the employee resides.
- Experience required in the following areas: Customer oriented skills, abilities, and experience; video/computer terminal; knowledge of MS Word, Access and Excel; public contact; written and verbal communication skills; proficient typing; data entry and retrieval; work independently as needed.
- Will work with Workday and Tririga.
- Employee must be able to create tables, queries and forms within Microsoft Access. Ability to import and export data, work with macros, and prepare reports based on queries.

Behavioral expectations:

- Prepare for and attend staffing meetings, bringing issues and solutions for the team to resolve.
- Obtain agreement through the use of consensus when appropriate, giving and receiving feedback.
- Commit to support and help other team members.
- Share in leadership, and actively support decisions made by the management team.
- Participate in cross-functional or problem solving teams as needed.
- Adheres to all DAS policies and EAM policies, processes, procedures, and safety practices.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date