



Lock and Security Electronics Specialist I

Job Description

Department: Public Works
Position: Career Service
Grade: 722
Supervisory: No
Reports to: Varies by Assignment

Summary

Under close to general supervision of the Carpentry or Maintenance Supervisor, performs skilled work in the maintenance on Utah County lock, key, and door systems, and assists with security, access control, and video systems.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain, repair, and install doors, locks, door closers, hinges, emergency exit hardware, handicap devices, and other door hardware in all County buildings.
2. Regularly maintain all doors, locks, padlocks, and related hardware; keep detailed records of all maintenance activities.
3. Ensure adherence to County policies related to keys and locks; perform annual audits of keys, entry cards, and lock combinations for all County facilities.
4. Maintain hardcopy and computer records on the distribution of keys, entry cards, and lock combinations for all County buildings.
5. Create and distribute new and replacement keys and entry cards; ensure timely issuance to employees in accordance with policy.
6. Ensure that all key and entry card request forms are complete and signed.
7. Collaborate with employees and departments to ensure the secure return of keys and entry cards upon employee termination.
8. Assist in the specification and design of key, lock, and door hardware for new construction and remodeling projects.
9. Purchase parts and materials needed for work requests; manage supply inventory, and complete work order documentation.
10. Assist with the installation, programming and routine maintenance of County security, access control and video systems.
11. Assist other maintenance personnel in plumbing, electrical, and general maintenance responsibilities to maintain County facilities as assigned.
12. Respond to emergency situations on an on-call basis as assigned.

For Office Use Only

Job Code: 3804

Job Title: Lock and Security Electronics Specialist I

FLSA: Non-Exempt

Effective Date: 3/26/2025

Public Safety: No

Worker's Compensation: County

Background Level: Civilian

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of various lock types (mechanical, electronic, smart locks, high-security locks) applications
- Knowledge of different types of door hardware, functions and proper installation
- Knowledge of master key systems, key control procedures, and key duplication restrictions
- Skilled in maintaining key systems and door hardware
- Skilled in installation, repair, door adjustments, including framing, hanging, and fitting
- Skilled in reading, writing, and math
- Skilled in interpersonal communications to coordinate jobs and report completed work
- Ability to pick locks, rekey locks, repair and adjust locks, and install new locks
- Ability to communicate effectively verbally and in writing
- Ability to operate various hand and power tools
- Ability to accurately measure and calculate dimensions for door and lock installations
- Ability to read blueprints for takeoffs of materials and time for project estimating
- Ability to plan and sketch construction and remodeling projects
- Ability to perform general building maintenance tasks
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates primarily in a professional office environment at the Utah County Security Center (Jail) and other County facilities, but also requires extended periods of outdoor work, occasionally in varying weather conditions, including heat, cold, or inclement weather. Employees are exposed to environmental hazards, such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, as well as potential physical hazards and to possible bodily injury from moving machinery, tools, or equipment. Work may expose the incumbent to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as mandated by Occupational Safety and Health Administration (OSHA) and other relevant regulatory entities. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee will be required occasionally to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and frequently lift supplies and equipment up to seventy-five (75) pounds and occasionally up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand. Incumbent may be expected to be on-call as assigned.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree or two-year certificate in facility maintenance, trades, or a related field; OR Journeyman’s license or completion of vocational/technical program in a related field.
2. Two (2) years of work experience in maintenance of door hardware and access systems.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with door hardware and access systems experience.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants must obtain the following certifications during the probationary period for new hires or the trial period for promoted county employees and must maintain all required certifications during employment. Selected applicants or county employees may also be required to obtain additional certifications as directed.
 - a. Forklift Certification
 - b. CPR Certification
 - c. Access Control Training

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- d. Arc Flash Training
- e. Confined Space Training
- f. Trench Safety Course
- g. Complete a Defensive Driving Course

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

- 1. Possess the required licensure and certifications of the higher classification level.
- 2. Meet the education and experience requirements and the class characteristics of the higher classification level.
- 3. Receive written recommendation from the department head.
- 4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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