

STATE UNIVERSITY OF NEW YORK AT BINGHAMTON ANNOUNCEMENT OF VACANCY

DATE: August 20, 2026

TITLE: Trades Specialist LOCKSMITH

DEPARTMENT: Facilities Management

GRADE/SALARY RANGE: SG-12 - \$50,425

NUMBER OF POSITIONS: One

BRIEF JOB DESCRIPTION: As a Trades Specialist (Locksmith), you would, as a member of a maintenance team, install, maintain and repair locks and keys and other door or gate hardware. Incumbents use a variety of small hand and bench tools to repair and install locks, set lock cylinders, change lock combinations, manufacture parts of lock mechanisms and open jammed locks. In addition, the Locksmith will maintain an extensive computerized record system in order to avoid key and lock duplication and to ensure the required security of the facility and its contents. A Trades Specialist (Locksmith) frequently supervises others in this work including semiskilled and unskilled workers.

JOB REQUIREMENTS:

- * Thorough knowledge of the principles, methods, materials, tools, and equipment used in the locksmith trade.
- * Working knowledge of the mathematics needed to determine key changes, changes in lock combinations and the setting of various master keys.
- * Working knowledge of facility key control procedures concerning the issuance of keys and locks.
- * Ability to plan and layout locksmith work.
- * Ability to use tools, machines, equipment and materials of locksmith trade.
- * Ability to read, interpret and work from plans, diagrams and specifications.
- * Ability to perform work requiring precision and attention to detail.
- * Ability to estimate labor and material requirements of locksmith work.
- * Ability to organize computerized records.
- * Ability to understand and carry out written and verbal instructions.
- * Ability to supervise and train others in the locksmith trade as required.

MINIMUM QUALIFICATIONS: *Non-competitive position.* Four years of full-time experience in locksmithing under a skilled journey level locksmith which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in servicing and repairing locks and related building hardware or training gained by completion of technical courses in locksmithing at a school, institute, or branch of the Armed Services may be substituted on a year-for-year basis.

SPECIAL INFORMATION: Due to the nature of this position, the candidate must be available for overtime work and emergency call-ins to ensure the security and safety of facilities and occupants at all times. The assignment for this position is Monday through Friday 2:30 PM – 11:00 PM with Saturday and Sunday as pass days. Salary will include an inconvenience shift premium. This position is considered essential.

ADDITIONAL INFORMATION: The successful candidate for this position must be able to perform the duties and responsibilities of the position satisfactorily. Since the activities of other employees depend upon the performance of the employee in this position, reliable attendance is a factor that the employer will consider when filling this vacancy. The duties of this candidate may include carpentry tasks related to lock and key system not limited to install doors and windows at facility, installs door checks and sash fitting as necessary, glazes windows as necessary, and estimating materials needed for these functions.

Internal candidates interested in the above position should indicate their interest by completing a PA-81 form; obtainable in the Office of Human Resources. All other applicants should complete the HR-001 Binghamton University Employment Application; obtainable at www2.binghamton.edu/human-resources/forms. Completed forms are to be returned to the Office of Human Resources, Binghamton University, P.O. Box 6000, Binghamton, NY, 13902. Applications will not be accepted in Facilities and must be returned to Human Resources no later than August 30, 2026.