



STATE OF UTAH
invites applications for the position of:

Locksmith - Draper

SALARY: \$16.37 Hourly

OPENING DATE: 03/25/19

CLOSING DATE: 04/02/19 11:59 AM

NUMBER OF OPENINGS: 1

BENEFITS:

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

CRIMINAL BACKGROUND CHECK:

You must successfully pass a criminal history check.

DRIVER LICENSE REQUIREMENTS:

Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

PHYSICAL ADDRESS:

Draper Correctional Facility 14425 Bitterbrush Lane Draper, Utah 84020

RECRUITER CONTACT INFORMATION:

Dan Email: dpthompson@utah.gov Phone: (801) 545-5532

OVERTIME EXEMPT:

No

SCHEDULE CODE:

B - Competitive Career Service - Employment in this position requires a probationary period.

EEO STATEMENT:

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

FMLA NOTIFICATION:

FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family

and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or <https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf> (Spanish)

JOB DESCRIPTION:

The Draper Correctional Facility is looking for an experienced LOCKSMITH to work in the Facilities/Maintenance Division.



The LOCKSMITH is responsible for the following:

- Install, maintain, repair and adjust all types of locks and their components for the institution and/or correctional facilities
- Cut and issue keys
- Program and issue key cards
- Implement, troubleshoot, repair and program computerized access control systems
- Maintain and repair automatic door openers, door closing units and control gates
- Troubleshoot and service electronic programmable logic controllers used to operate cell and section doors from central control panels
- Relay logic
- Service and maintain safes
- Inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations
- Inspect related work performed by contractors
- Estimate cost, time and materials for locksmith projects
- Participate in the maintenance and operations of a locksmith shop.

This job is NOT public safety certified, and does not require peace officer status or certification.

All applications must be submitted online. Resumes emailed/faxed will not be accepted as an application. ONLY QUALIFIED CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

If you are a Department of Corrections employee, salary will be based on the current career ladder.

Our Mission

Our dedicated team of professionals ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment.

EXAMPLE OF DUTIES:

- Install, repair and maintain commercial lockable hardware such as doors, automatic electric door, and magnetic keying systems to ensure safety of institution.
- Troubleshoot and service electronic programmable logic controllers used to operate cell and section doors from central control panels.
- Cut new or duplicate keys using impressions or code key machines.
- Insert new or repaired tumblers into locks to change combinations.

- Install door hardware such as locks, closers, hinges, glazing panels, ect.
- Cleans, maintains, adjusts, calibrates and services equipment used in the performance of duties.
- Servicing, repairing, adjusting and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical and electrical principles.
- Record keeping software of keys, doors, rings for general duty and emergency functions.

TYPICAL QUALIFICATIONS:

Listed below is the typical knowledge, skills, and ability that we like to see in an applicant:

- knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance
- operation of computer based access control software and hardware including programming of interlocking systems to door locks and hardware
- electronic controls, inputs and out puts both analog and digital
- communicate information and ideas clearly, and concisely, both orally and in writing; read and understand information presented in writing; speak clearly, concisely and effectively; listen to and understand information and ideas as presented verbally
- critical thinking and problem solving skills; analyze issues and create action plans
- maintain and/or repair tools and equipment
- use and maintain a variety of hand tools
- follow written and/or oral instructions
- quickly and repeatedly adjust the controls of a machine to exact positions
- arrange components or actions in a certain order or pattern according to a specific rule or set of rules
- pneumatic driven locking systems, air filtration and oil filtration systems, installation and maintenance.
- sequential door operation systems and their related control systems for evacuation and emergency release

SUPPLEMENTAL INFORMATION:

- Some risks may occur in the use of equipment, e.g., working around operating machines.
- Work requires physical exertion. May require the ability to stand; walk over rough surfaces; bend, crouch, stoop, stretch, reach, lift moderately heavy items (up to 50 lbs.) in a recurring manner and/or for long periods of time.
- **ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**
- Preference may be given for applicants currently working with the Utah Department of Corrections in the Facilities/Maintenance division.
- **NOTE:** Department of Human Resource Management rules regarding promotions and transfers apply to current state employee.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://statejobs.utah.gov>

Position #19371
LOCKSMITH - DRAPER
DT

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025

statejobs@utah.gov

Locksmith - Draper Supplemental Questionnaire

- * 1. A criminal history check (BCI) will be conducted before a final offer of employment is given. Do you understand that to be offered this position you must be able to pass this in a favorable manner.
 - Yes
 - No
- * 2. This position is working in a correctional prison facility. Would you be comfortable working in this type of facility?
 - Yes
 - No
- * 3. Are you a current employee with the Department of Corrections, or have you ever worked for the Department of Corrections?
 - Yes
 - No
- * 4. Please select your years of experience working with the Utah Department of Corrections and/or with UDC Facilities/Maintenance.
 - None
 - < 1 Year
 - 1-2 Years
 - 3-4 Years
 - 5+ Years
- * 5. Have you received any specialized training certificates that pertain to the position you are applying for?
 - Yes
 - No
- 6. Please list the specialized training certificates received along with title(s) and date(s) in the space below.
- * 7. Please select the years of experience you have working as a Locksmith.
 - None
 - < 1 year
 - 1-2 years
 - 2-3 years
 - 3-4 years
 - 4-5 years
 - 5+ years
- 8. In the space below, please describe in short details your exact experience as a Locksmith.
- * 9. Please select the number years you have in a vocational trade related experience

(Construction, etc.).

- None
- < 1 year
- 1-2 years
- 3-4 Years
- 5+ Years

10. In the space below, please describe in short detail the trades or experiences that may help qualify you for the lock shop position.

* 11. This position may require on call work. Are you willing to work on call if necessary?

- Yes
- No

* 12. All your responses to this application must be supported by your resume. "See Resume" is not an acceptable answer for any question. Failure to include your resume in your profile may result in disqualification from further consideration. Do you understand these terms?

- Yes
- No

* 13. Please indicate how you heard about this specific job posting.

- State Jobs
- An External Job Posting Site (Indeed, LinkedIn, etc)
- Social Media (Facebook, Twitter, etc)
- Advertisement (Newspaper, Internet, Radio, etc)
- Professional Network
- University Network (Career Center)
- Referred by a Friend or Colleague
- Contacted by a Recruiter
- Career Fair
- Internal communication from a State Agency that employs me - State employees only
- Other

* Required Question