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## Classified Vacancy Announcement

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Posting Date:	September 8, 2017
Posting Number:	2472
Department:	Campus Services (residence halls)
Budget Title and Salary Grade:	Maintenance Assistant Locksmith, SG-9
Line Number:	43180
Appointment Type:	Contingent Permanent
Jurisdictional Class:	Non-Competitive
FTE:	Full-Time
Shift Hours:	Monday-Friday, 7:00 a.m. - 3:30 p.m.
Application Deadline:	September 23, 2017

### **Job Description:**

NYS Department of Civil Service job descriptions are available at [www.cs.ny.gov/tsplan/tsp.html](http://www.cs.ny.gov/tsplan/tsp.html). Maintenance Assistants (Locksmith) assist Locksmiths in the installation, maintenance and repair of lock and key systems.

### **Job Requirements:**

- Working knowledge of the methods, tools and equipment used in the maintenance, repair and installation of lock and key systems.
- Working knowledge of the facility's security procedures concerning the issuance of locks and keys.
- Ability to use the tools, machines, equipment and materials of the locksmith trade.
- Ability to understand and carry out oral and written instructions.
- Ability to read and work from plans, diagrams and specifications.

### **As Assigned:**

- Ability to lead the activities of a subordinate staff.

**Classified Standard Minimum Qualifications:** Two years of experience in locksmith work under the supervision of a skilled trades worker, or completion of a two-year technical school course in locksmithing. Applicant must have permanent appointment in the budget title noted (or be eligible for transfer) or be reachable for appointment on the current NYS Department of Civil Service canvass list for the budget title noted. NYS Preferred Lists candidates, if applicable, have preference.

### **How to Apply:**

If you meet the minimum qualifications, complete an Employment Application or Job Bid Form (Buffalo State employees) available from Human Resource Management, Cleveland Hall 403 or online at <http://hr.buffalostate.edu/employment>. The department supervisor will make the final selection.

### **Background Investigation Statement:**

All applicants are subject to a pre-employment background investigation. Our Pre-Employment Background Screening Policy is available at <http://hr.buffalostate.edu/pre-employment-background-screening>.

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