

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Locksmith  
Physical Plant  
Regular Full-Time Position  
Position Number - 674010**

**General Description**

The Locksmith is under general supervision and is the primary employee responsible for all locks, door hardware, closers, key cabinet, electronic locks, etc. on campus.

**Primary Duties and Responsibilities**

- Disassemble and reassemble lock cylinders.
- Cut keys to fit a particular combination of tumblers.
- Replace tumblers to fit a particular key.
- Inspect and replace broken or worn parts in locks and related equipment.
- Install locks
- Maintain necessary paperwork and computer data on all locks on campus to include keys held by employees.
- Maintain an organized key cabinet.
- Perform other job-related duties as assigned.

**Essential Functions**

- Knowledge of the principles, methods and techniques of installing, repairing and maintaining locks and related hardware.
- Knowledge of a variety of locks and locking systems.
- Knowledge of and ability to use common hand tools, machine tools and tools common to the locksmith trade.
- Knowledge of basic computer skills.
- Ability to maintain electronic locks.
- Ability to key and re-key locks to standard and master ring cylinders.
- Ability to evaluate situations and make decisions.
- Ability to follow oral and written instructions.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to recognize occupational hazards and take appropriate safety precautions.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Two years of locksmith experience.
- Valid driver's license.
- A background check will be required of the successful applicant.
- Must be able to obtain a locksmith's license upon passage of state bill requiring licensing.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**