

Locksmith

Recruitment #:	S22106
Review Date:	Immediate review Open until filled
Department:	Facilities Services/VPFA
Salary Rate:	\$3,574 - \$5,442 [Salary Steps]

Position Summary:

The Locksmith position is responsible for the building's campus key control program including planning, designing, implementing, maintaining, and documenting the master lock and key systems which include all electronic access control systems. It is preferred that the person in this role has experience with SMS Schlage software. This is an "on-call" position (nights and weekends) in case of emergencies.

Facilities Services is a service-oriented organization charged with the responsibility of maintenance and operation of the building and grounds allocated to Western Oregon University. Facilities Services operates within the property belonging to Western Oregon University. Geographic responsibilities include 157 acres and more than 60 buildings and facilities comprising over 1.3 million square feet of structures. In addition to the Monmouth campus, this department provides services for 525 Trade Street in Salem, Oregon. The department works to provide a safe, clean, comfortable environment for students, faculty, and staff to live, learn, and work. We embrace diversity, equity, and inclusion and strive to ensure that we treat everyone with respect and dignity.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:

- Maintains a valid State of Oregon driver's license
- Maintains a Limited Energy License-A (LEA)
- Maintains a Certified Registered Locksmith (CRL) certification

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - classified
2. Resume

Additional Application information:

Contact information for three professional references will be requested from finalists.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.