

Locksmith

Hampton University is currently seeking experienced and qualified Locksmith for the Hampton University's Carpentry Department.

Job Duties:

- Manage key making, the repair of locks and locking systems.
- Manage contractor access and the security of Campus buildings.
- Manage the latest technology of campus locking systems.
- Operate and safely drive Hampton University Fleet vehicles as required,
- Inspect key shop for OSHA compliance.
- Schedule maintenance and repair of all key and handicap door systems,
- Maintain all Key and vehicle logs as required by law and all University documents
- Actively document and report any malfunctions/accidents on a as needed basis
- Perform related carpentry work as required.
- Other duties as assigned

Qualifications:

- High School diploma
- Good Interpersonal and communication skills
- Two or more years of verifiable experience with key locking systems
- Acceptable driving record
- Ability to read and interpret blueprints

Requirements:

- Must be able to work nights and weekends
- Must be able to physically lift 20lbs.

How to Apply

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.