

LOCKSMITH

DEFINITION:

Under general direction, to perform skilled work in the repair and installation of locks on lockers, safes, doors, and cabinets; to make keys; and to perform other job-related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the assignment, duties may include but are not limited to the following.

Installs new locks.

Performs maintenance and repair of locks and locking devices and related hardware.

Changes lock combinations, opens locks and makes new or duplicate keys.

Performs minor repairs to door jambs and repairs and adjusts related hardware.

Creates master key systems using computer software program.

Disassembles padlocks and door locks or other types of locks using various hand tools.

Repairs or replaces tumblers, springs, and other parts.

Files locks with a hand file and replaces them in lock cylinder, removes broken or worn springs, and attaches new springs to locks.

Maintains detailed file records and security of duplicate keys.

Installs and adjusts door checks and closers.

Keeps detailed records of repairs, replacements and orders.

Maintains all exit and panic devices including fabrication of one of a kind locking systems.

Directs the work of assigned help.

QUALIFICATIONS:

Knowledge of:

Safe work practices including OSHA regulations, as they relate to the position;

Building codes and regulations as they relate to the position;

Methods, materials, tools, and equipment, including key computerized key systems, used in the trade of a locksmith;

Locks available and the best use for each type of lock.

Ability to:

Read shop drawings and work from plans and specification;

Read and write English at a level sufficient to successfully perform the duties associated with the position;

Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;

Understand and carry out oral and written instructions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school with the addition of any combination of formal and informal training, experience and education related to the locksmith trade.

Experience: Two years of journey level experience installing, replacing and repairing a variety of locks and locking mechanisms.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

Salary Range: 81

N: 12/68, R: 03/80, R: 11/85, R: 11/91, R: 10/98