



JOB TITLE: LOCKSMITH

Classification: Classified
Salary Range: 37

Retirement Type: PERS*
Revised/Board Approved: February 26, 2018

BASIC FUNCTION:

Under the direction of the Executive Director of Facilities Planning, Operations and Construction, Assistant Director, Supervisor and/or Lead, the Locksmith performs standard locksmith procedures and determines need to repair and/or replace equipment. Estimates materials required for specific job components. Makes and duplicates keys. Maintains master key systems/databases.

REPRESENTATIVE DUTIES:

Perform all necessary alterations, maintenance, and repair work on District lock systems. Install, repair, and/or alter locksets, tumblers, springs, keyway obstructions, lock combinations, lock/card access systems, panic hardware, exit hardware, electrical locks, ADA hardware, door closers, hinges, thresholds, and other parts.

Operate key-cutting and code cutting machines to make and/or duplicate new keys as required. May assist Lead Locksmith or other management in routine replacements and installations of panels and card readers as directed.

Plan and lay out locksmith tasks. Estimate materials required for specific job components. Locate and/or acquire parts and supplies according to District protocols.

Maintain a master key system/database, up-to-date campus building maps, and other compliance records.

Operate a variety of equipment, tools and machines such as saws, grinders, drills various door jigs, and hand tools.

Maintain routine records and prepare reports as needed.

Respond to emergency locksmith needs.

Locate and work from blueprints, shop drawings, sketches and plans.

Maintain clean job site and clean up job site following work completion. Maintain safe working conditions for self and others. Store and maintain supplies, tools, and equipment.

Provide assistance to other maintenance personnel as necessary.

Perform other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Any combination of experience/education equivalent to two years of training and related work experience that demonstrates a journey-level skill set in the locksmith trade.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Applicable city and state building codes and regulations.

Proper methods, materials, tools and equipment used in the locksmith trade.

Variety of locks and hardware available and proper use for each type.

Shop mathematics applicable to the locksmith trade.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Abilities/Skills:

Use the tools, equipment and materials of the locksmith trade safely and effectively.

Perform shop mathematics applicable to the locksmith trade.

Plan and lay out locksmith work.

Work from blueprints, design drawings, plans, sketches, specifications, and other building/construction documents.

Maintain various records.

Maintain tools and equipment in safe, clean and proper working condition.

Communicate effectively with others to gather relevant information.

Understand and follow oral and written directions.

Observe legal and defensive driving practices.

Establish and maintain cooperative and effective working relationships with others.

Licenses or Other Requirements:

Valid California driver's license and safe driving record

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.