



JOB TITLE: LEAD LOCKSMITH

Classification: Classified
Salary Range: 43

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

BASIC FUNCTION:

Under the direction of the Executive Director of Facilities Planning, Operations and Construction, Assistant Director, and/or Supervisor, the Lead Locksmith assumes a lead role for the daily operations and activities of the District lock shop. Plans, schedules, supervises, and coordinates lock shop projects and related access control activities. Provides guidance to other staff to ensure that high standards of quality, service, and customer satisfaction are maintained. Serves as the lead point of contact for customers/visitors, project managers, design teams, and contractors in the area of lock/key coordination, installation, compliance, and other access control systems.

REPRESENTATIVE DUTIES:

Provides guidance to others who perform similar work. Trains staff on specific locksmith skills and tasks as needed. Identifies additional training or defines needs for new or continuing training which would benefit staff. Works with direct supervisor to coordinate training.

Assesses lock shop workload and schedules and/or assigns projects to trained staff accordingly. Sets priorities and timelines for projects and activities. Makes adjustments as needed to meet deadlines and commitments. Reviews locksmith work of others for quality, completion, and adherence to operational standards. Addresses errors/problems and provides feedback.

Reviews proposals on the design, installation, and documentation of access control systems (i.e., card access locksets, control panels, card readers, roll-up doors, auto-openers) and related hardware products and accessories. Analyzes and provides feedback on specifications, locking hardware, drawings, submittals, and quotations.

Coordinates and/or performs installations related to access control hardware, systems, security access devices, and ADA access compliance. Performs appropriate actions to acquire, alter, maintain, repair and/or upgrade District locks, fire roll-up doors, access systems, and related equipment as necessary or as scheduled. Installations can involve panic hardware, exit hardware, electrical releases, ADA hardware, locksets, keyway obstructions, lock combinations, tumblers, springs, door closers, hinges, thresholds, and other parts.

Maintains a master key system/database, up-to-date campus building maps, and other compliance records. Works from blueprints, drawings, sketches; updates building specifications to document door numbers, room layouts, and building layouts for ADA, Fire Life Safety, AB 211 purposes, code changes, and other compliance-related projects as assigned.

Handles District-wide key needs and access panels. Operates key cutting and code cutting machines to make or duplicate new keys as required. Replaces old card access systems and installs new panels and card readers as needed.

Communicates with Facilities Management, IT, Campus Police, external contractors/vendors, and other campus departments within the District. Provides ongoing feedback and updates to management. Ensures adherence to current specifications. Documents work in-progress and projects completed. Ensures compliance with District standards, policies, and procedures.

Determines costs of equipment, materials, and supplies and prices accordingly. Researches and makes recommendations for ordering materials, supplies, and equipment. May liaise with vendors on issues related to products, services, and delivery requirements. Tracks expenses and informs management when operating plans need to be adjusted.

Ensures records are kept up-to-date and maintained in accordance with applicable building codes, regulations, and other related laws. Maintains lock shop statistics on productivity and generates reports for review by management upon request. Prepares standing and/or ad hoc reports for management. Gathers data, determines report format, and generates information.

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

Maintains clean job site and cleans up job site following work completion. Maintains safe working conditions for self and others. Stores and maintains supplies, tools, and equipment.

Provides assistance to other maintenance personnel as necessary.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

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

Experience working with contractors, project managers, and construction personnel.

Experience working with computer programs including but not limited to email, spreadsheets, word processing programs, and digital maps and drawings.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Applicable city and state building codes and regulations.

Building control systems and access panels.

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.

Read, interpret, and work from blueprints, design drawings, plans, sketches, specifications, and other building/construction documents.

Make and change digital maps or drawings.

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 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.