

## LOCKSMITH I

### DEFINITION

Under direction, perform skilled work in the installation, repair, and maintenance of lock, key/keycard (mechanical, computerized and electronic) and closing devices on doors, cabinets, and various closures; assist in the maintenance of a District master record system of keys, keycards, and locks; perform skilled carpentry duties and semiskilled duties in other maintenance trade areas; and do other related work as required.

### ESSENTIAL FUNCTIONS

Repair and open locks; change lock combinations and prepare a record of the combination changes; install new locks and upgrade, repair and maintain a variety of locking systems, including but not limited to computerized access control systems; assist in the planning and implementation of locking systems and door alarm systems; repair and replace door jambs, frames and thresholds; make new or duplicate keys (including vehicle keys) with or without patterns and guides, disassemble and repair padlocks, door, and safe locks, and various other locking devices; repair and replace tumblers, springs, and other lock parts; remove broken keys and foreign objects from locks; maintain the security of the District master record system of locks and keys; repair exit hardware and door opening and closing apparatuses; requisition key blanks and lock parts; plan, organize, and lay out locksmith tasks; maintain manual and electronic documents, and a variety of records in addition to the District master record system of keys and locks (mechanical and electronic); install, issue, maintain, and organize the District electronic key card and lock system; may perform a variety of carpentry work; install doors and cabinets; perform mill and cabinet work as required; estimate labor and material costs; requisition and maintain an adequate inventory of supplies, parts, and materials; drive a service vehicle to and from the work site.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Methods, materials, tools, and equipment used in locksmith work;  
A wide variety of tools and standard practices and processes of the locksmith trade;  
Locking devices available including electronic equipment and their usage;  
Computerized, programmable keycard systems;  
Construction and repair of various types of locks;  
Lock and security systems, including computerized code and master key systems;  
Legal mandates, policies, regulations, and guidelines pertaining to lock and door closure devices;  
Codes and safety regulations pertaining to exits and locks in case of fire, other emergencies and for the protection of disabled persons;  
Safe working methods and procedures.

##### Ability to:

Skillfully use locksmith tools and equipment, including computer operated key cutting machinery;  
Accurately estimate labor and material costs;  
Work from blueprints, shop drawings, sketches, and schematics;  
Use computer inventory systems;  
Maintain simple records and prepare complete and concise reports;  
May assist the District in dealing with outside contractors;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in modern locksmith methods and techniques, carpentry, and other related trade areas.

Experience:

One year of experience as a locksmith or in a locksmith related position. Carpentry experience desired.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California driver's license; have an acceptable driving record; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Average work lifting, carrying, pushing and/or pulling up to approximately 75 pounds; with frequent lifting and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate hand and power driven tools and equipment used in the locksmith trade.

Pre-placement Physical: Class II