

MAINTENANCE LOCKSMITH

DEFINITION:

Under general supervision of the Maintenance and Operations Manager perform journey level locksmithing work in the installation, repair and maintenance of locks; to maintain and repair exit hardware; to develop and maintain accurate records of master and grand master key systems; and to perform skilled maintenance work and assist other journey level trades staff as required.

CLASS CHARACTERISTICS:

This is a skilled journey-level locksmith class. The incumbent is expected to work independently in repairing and maintaining the locks, keys, exit security hardware and accurate records of master & grand master systems at school sites and other District facilities. Incumbents may also be assigned to perform a wide range of maintenance work at an unskilled, semi-skilled or skilled level in other trades as needs arise.

EXAMPLES OF DUTIES:

Install new locks, repair, opens and remove locks, and clear keyways of obstructions; disassembles locks and repair, replace and/or alter worn tumblers, springs and other parts. *E*

Cut new, replacement or duplicate keys; re-key and re-combine locks as necessary. *E*

Establish and maintain master and grand master key systems; issue and maintain automated District-wide record of duplicate keys and keys issued. *E*

Troubleshoot, repair, replace and maintain a variety of metal and wood doors, closers, panic bars, door holders, hinges and install latches and dead bolts and other security and/or emergency hardware. *E*

Plan and lay out assigned tasks, estimate amounts of materials and labor required for locksmithing jobs; requisition, order required supplies and materials. *E*.

Recommend purchase of selected parts, materials and equipment to be kept on hand; prepare and maintain work orders, records, and reports related to work performed. *E*

Operate a variety of equipment, tools and machines, such as drill presses, grinders, key cutters, keying machines, saws, locksmith picks and hand tools. *E*

May be assigned to assist in the performance of other building maintenance trades functions by performing skilled and semi-skilled duties; assisting in the remodeling or repairing of buildings and structures; installing doors, cabinets, window frames, and other skilled, semi-skilled and/or unskilled maintenance functions.

E denotes an essential function of the job.

SUPERVISION:

General supervision is received from the Maintenance and Operations Manager.

Leadership and direction may be provided to assigned helpers. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Proper methods, materials, tools and equipment used in the locksmithing trade;
Methods, equipment, and materials used in the installation and anchoring of equipment;
The variety of locks and hardware available and the best use for each type;
Master key systems, inventory, control and record keeping systems;
Applicable laws codes and regulations including: fire, safety, handicap and related codes;
Shop math applicable to locksmithing and repair trades;
Interpersonal skills using tact, patience and courtesy;
Appropriate safe working, health and safety precautions and procedures.

Ability to:

Perform journey-level locksmithing duties in the installation, repair and maintenance of locks, and related parts;
Plan and lay out locksmithing work, including estimating labor and material costs;
Work from blueprints, diagrams, plans and specifications, drawings, sketches, and technical trade manuals, to estimate materials and cost needed to complete assigned tasks;
Operate a PC (personal computer) and effectively utilize record keeping and other applicable shop specific software;
Use the tools, equipment and materials of the locksmithing and other trades skillfully and safely;
Understand and carry out oral and written instructions;
Communicate effectively both orally and in writing;
Perform heavy manual labor in outdoor weather conditions;
Establish and maintain cooperative working relationships;
Operate District vehicles, observing legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school. Job specific skills are typically acquired by completion of a formal apprenticeship or training in the locksmithing trade and several years of journey level work experience as a locksmith.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, and frequently reaches over head to perform work; frequently lifts, pushes, pulls, and carries over 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and safely operate a District vehicle; works in various lighting conditions; works around a variety of powered and belt driven equipment; uses a telephone and personal computer (PC); works inside and outside with frequent temperature changes; occasionally exposed to odors, fumes, dust, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test.

New classification adopted 1/19/06