

LOCKSMITH

JOB SUMMARY

Under the direction of the Maintenance Supervisor, the Locksmith maintains the security of access to all District facilities. The Locksmith performs skilled locksmith work in the repair, alteration, installation and keying of locks and locking systems, fixtures and equipment.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Locksmith may perform any combination of the following:

- Installs, repairs, alters and keys, mechanical locks and locking systems, fixtures and equipment (e.g., doors, door hardware, closures, panic hardware, changes lock combinations, and security bolts).
- Troubleshoots, services and repairs mechanical security lock-related systems, fixtures and equipment.
- Maintains computerized records and controls on keys.
- Maintains inventory and orders locks and related supplies.
- Works from blueprints and hardware schedules to comply with District plans and use of facilities.
- Documents a variety of work activities (including job orders, preventive maintenance performed, purchases, inspections, problems encountered or issues pending).
- Explains how to properly operate locking and security systems to school employees. Contacts school and site employees to discuss maintenance and repair needs.
- Researches, designs, and prepares material and labor cost estimates (e.g., for locks and lock-related security systems) and makes recommendations regarding replacement of outdated hardware, security features, etc.
- Maintains shop including cleaning and organizing tools and shop equipment.
- Operates key duplicating machines and other hand and power tools of the locksmith trade.
- Drives a vehicle to various job sites and transports a variety of tools, equipment and supplies.
- Oversees and directs performance of assigned maintenance staff to ensure in-house projects are completed in a timely manner and according to specifications.
- Observes work of outside contractors to obtain information for subsequent maintenance of vendor-installed systems, or, when requested, to provide information to management about a contractor's performance.
- Keeps current with methods, materials, safety and security concerns, and technologies of the trade by attending meetings and educational seminars.
- Assists and coordinates with other skilled trades to complete work assignments.
- Performs other job-related duties as assigned.

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JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Installation, repair, alteration and construction of a variety of locks and related hardware.
- Specialized tools and methods used in the repair and installation of locks.
- Record-keeping techniques.
- Safety regulations and practices pertaining to the locksmith trade.
- Proper methods of rekeying, coding and duplicating keys.
- Lock and panic hardware construction.
- Safe operation and use of hand and power tools and equipment.
- Master keying techniques.
- Various types of panic devices, interior and exterior linkage systems, door closures and locking devices, and ADA compliance standards associated with door operation, handles, and locks.

ABILITY TO:

- Perform journey-level work in the installation, repair, alteration and construction of a variety of locks and related hardware according to specifications.
- Understand the principles of the locksmith trade at a level sufficient to identify problems and to perform tasks safely and completely.
- Operate service trucks, vans and other vehicles.
- Operate a wide variety of power equipment and hand tools related to the locksmithing trade.
- Read and interpret blueprints, plans, drawings, and specifications.
- Make sketches and diagrams of locksmith work.
- Make accurate estimates of material and labor.
- Plan, schedule and perform work to meet established timelines.
- Maintain routine records.
- Operate software associated with District trades.
- Learn and perform some duties of other trades as assigned.
- Work independently with minimal direction.
- Work cooperatively and communicate effectively with co-workers, site and District staff.
- Keep current with methods, materials, and technologies of the trade.

EXPERIENCE

Three years of journey-level commercial locksmith experience is required.

EDUCATION

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. Courses or certifications in the locksmith trade preferred but not required.

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DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Locksmith is a journey-level trades class responsible for performing skilled maintenance duties in the installation, adjustment, replacement and repair of locking and closure devices and related hardware.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

LICENSING AND CERTIFICATION REQUIREMENTS

Valid California Class C driver's license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The district will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom/Occasionally

Squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexation/rotation, pushing/pulling, power/firm grasping, hand and foot controls, reach at shoulder, reach below shoulder, lifting at waist or shoulder height or carrying up to 50 pounds up to 100 feet

Occasionally/Frequently

Fingering/fine manipulation

Frequently

Standing, handling/simple grasping, walking

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AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.

Ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Work is subject to exposure to dust, dirt, odors, noise, chemicals, fumes, solvents, vibrations, electric shock and poor ventilation. Working around and with machinery and tools having moving parts. Work is conducted occasionally in adverse weather conditions, and is performed in both indoor and outdoor environments. Work is subject to driving to District sites.