

## MAINTENANCE III - LOCKSMITH

### DEFINITION

Under the direction of the Maintenance Supervisor, organizes, coordinates, and performs skilled work in the installation and repair of a variety of locks and closures on doors and cabinets; assists in the establishment and maintenance of a master record system of keys and locks; performs semi-skilled duties in other maintenance trade areas; performs other related work as required and/or assigned.

### ESSENTIAL DUTIES

- plans, organizes, and lays out locksmith tasks
- changes lock combinations and prepares a record of the combination changes for lockers
- installs new locks and prepares duplicate keys
- repairs and maintains a variety of locking systems
- repairs and replaces door jams and door closures
- makes new or duplicate keys with or without patterns and guides
- disassembles, repairs, and re-keys padlocks, doors, safe locks, and various other locking devices
- repairs and replaces pins, discs, springs, and other lock parts
- maintains the security of the master record system of locks, keys, and safes
- repairs exit hardware and door opening and closing apparatuses
- prepares requisitions for key blanks and lock parts
- maintains an appropriate inventory related to locksmith supplies and materials
- maintains and changes combinations on a variety of safes
- coordinates, organizes, and works with other maintenance trade areas
- estimates labor and material costs
- drives a service vehicle to and from work sites

### QUALIFICATIONS

**Knowledge of:** Methods, materials, tools, and equipment used in locksmith work; security, and lock systems such as Medico, Corbin mastering and Schalgé; State and Federal mandates, fire and building codes, Americans with Disabilities Act (ADA), policies, regulations and guidelines pertaining to locks and door opening/closing devices; code and computerized key machines; computers and lock-related software programs; safe working methods and procedures.

**Ability to:** Skillfully use locksmith tools and equipment; plan, lay out, and coordinate scheduling with the other maintenance trade areas; accurately estimate labor and material costs; work from blueprints, shop drawings, sketches and schematics; maintain records and prepare complete and concise reports; understand and follow oral and written directions; establish and maintain cooperative working relationships; remain flexible and work effectively in a multi-task environment with frequent interruptions and changes in task priorities.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- will involve walking or standing for extended periods of time, and may involve ascending and descending ladders, stairs, scaffolding, and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Four years of paid experience at journey-level institutional or school facilities locksmithing.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree, supplemental course work or training in advanced locksmith methods and techniques is desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required. **Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.**