



TITLE	CLASSIFICATION	SALARY GRADE
LOCKSMITH	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE: 2012/2013 Classification Study		Board Approved:

JOB DESCRIPTION:

Under general supervision and in keeping with District-wide sustainability efforts, performs master journey-level work in the installation, repair, remodel and maintenance of manual and automated locks, locking systems and security devices; computerized access control systems; door openers, closers, and hardware.

SCOPE:

The locksmith installs, maintains, repairs and adjusts all types of locks and their components for campus buildings, rooms, furniture and vehicles; cuts and issues keys; programs and issues key cards; implements, troubleshoots, repairs and programs computerized access control systems; upgrades and maintains security systems; maintains and repairs automatic door openers, door closing units and control gates; services and maintains safes; inspects completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations; inspects related work performed by contractors; estimates cost, time and materials for locksmith projects; participates in the maintenance and operations of a locksmith shop.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below. The following duties are listed both as trade specific and shared responsibilities.

1. Installs, repairs and maintains commercial lockable hardware such as doors, automatic electric door, windows, lockers and magnetic keying systems to ensure safety of facilities.
2. Produces and/or modify hardware for locks.
3. Makes new keys; replaces broken or lost keys.
4. Designs and maintain the master key system including maintenance of computerized key inventory.
5. Assists with the design, modification and implementation of facility access security policies and procedures.
6. Cleans, maintains, adjusts, calibrates and services equipment used in the performance of duties.
7. Monitors work done by outside contractors for adherence to state and federal code requirements.
8. Assists in the writing of specifications for repairs and new construction.

Shared Responsibilities:

1. Maintains appropriate service and repair records.
2. Researches, purchases and inventories equipment parts, chemicals and supplies.
3. Responds to routine and emergency calls for repairs and service.
4. May train and direct the work of other classified staff in the area.
5. Assists and serves as back up to other Facilities employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform journey-level commercial locksmith work; use features of applicable access control systems; read and work from plans, drawings, and blueprints as appropriate to trade; maintain computerized inventory and master locking systems records; perform heavy physical labor; train and direct the work of other classified staff in the area; follow and give oral and written instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Thorough knowledge of the practices and procedures of the methods, materials and tools used in the locksmith trade, including complex access and control systems; thorough knowledge of all types of locks, fastening devices and related hardware; working knowledge of electrical locking and security systems and devices; basic computer knowledge including Microsoft Office, Microsoft Access or similar software program and service request systems; applicable code requirements, including those regulations pertaining to fire exits and door hardware; methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school, supplemented by completion of a Union, private (in-house), military, or trade school apprenticeship program that includes theory and on-the-job work.

Experience:

Four years of experience as a journey-level locksmith in a commercial, industrial, or facilities operations setting.

Preferred:

Experience in metal fabrication (welding).

LICENSE OR CERTIFICATE:

California Locksmith Registration or License. This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the construction trades. Must be able to handle hazardous materials safely and tolerate exposure to electrical and other environmental hazards.