

TITLE: Locksmith

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, performs journey-level work in the installation, repair, remodel and maintenance of manual and automated locks, locking systems and security devices; computerized access control systems; and door openers, closers, and hardware. Serves as lead worker to other classified staff in the area.

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.

1. Generates new keys via code, duplication, and impressioning using specialized cutting machines and hand tools. Maintains records of keys and personnel to whom they are issued.
2. Maintains door locks, door closers, powered door operators, and other door control hardware. Repairs vandalism to locks.
3. Rekeys for lost keys, replaces worn and outdated hardware, and adjusts door hardware for ease of use and consistency of operation.
4. Maintains auxiliary locks on and provides keys, which include gates, parking meters, desks, vehicles, etc.
5. Creates and maintains specialized record-keeping systems for locks and keys. Communicates with end users and departments affected by related work.
6. Assists with the design, modification, and implementation of physical security policies and procedures. Provides security information.
7. Maintains inventory of master key systems, keys, and key holders.
8. Monitors work done by outside contractors for adherence to local, state and federal code requirements, and reports violations.
9. Responds to critical needs and emergencies.
10. Assists other employees in Facilities Operations.
11. Direct the work of students and short-term, non-continuing (STNC) employees in the area.
12. Serves as a lead worker to other classified staff in the area.

KNOWLEDGE OF:

1. Locks, fastening devices and related hardware.
2. Electrical locking systems and security devices and systems.
3. Applicable building and safety code requirements, including those regulations pertaining to fire exits and door hardware.
4. Methods, practices, and safety precautions in the maintenance of tools, machinery, and equipment as well as the installation of electronic and mechanical equipment.

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KNOWLEDGE OF – Continued

5. Relevant local, state, and federal rules and regulations, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Read and comprehend plans and blueprints.
2. Perform physical labor.
3. Estimate cost, time, and materials of projects.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED and completion of a vocational school program or apprenticeship in locksmithing required.

EXPERIENCE:

4+ years of related experience with locksmithing.

OTHER REQUIREMENTS:

- 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.
- Must be able to perform physical activities such as, but not limited to, lifting (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 hazards.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).