

LOCKSMITH

DEFINITION

Performs skilled journey-level locksmith work in the installation, adjustment, maintenance, repair, and replacement of all types of locks, access control devices and other types of lock hardware such as latches, door checks, and panic bars, including changing of lock combinations and making of keys.

TYPICAL DUTIES

Installs all types of locks, access control devices and lock hardware, including panic bars, and performs the carpentry necessary for such installation.

Installs and maintains electronic locks and access control devices.

Adjusts, maintains, repairs, and replaces door locks, padlocks, tumbler locks, combination locks, and various other lock hardware such as panic bars, door checks, latches, catches, fasteners, and door closures.

Designs master key systems which include sub-master and single keys and maintains records.

Redesigns lock cylinders to use as many as five different keys.

Operates key-cutting machines.

Changes locker combinations and enters numbers of lockers and combinations in an official register.

Changes lock combinations using code systems and code machines.

Repairs safes and safe-locking systems.

Works with college personnel in devising systems to prevent break-ins and pilferage.

Opens or removes locks which cannot be opened by ordinary means.

Instructs college personnel in the operation of key-cutting machines and code machines.

May use a lathe, drill press, and other power tools in forming parts for locks, lock hardware, and/or safes.

May assist in preparing material lists, estimating job costs, preparing job records, and making surveys of locksmith needs.

May train lower-level personnel in locksmithing.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Locksmith** performs skilled journey-level work in the installation, adjustment, maintenance, repair, and replacement of all types of locks, access control devices and other types of lock hardware such as latches, door checks, and panic bars, including changing of lock combinations and making of keys.

A **Carpenter** performs journey-level rough and finish carpentry work in the construction, maintenance, alteration, and repair of building components and structures made of wood and other building materials.

SUPERVISION

General supervision is received from a General Foreman or Facilities Manager or Associate Vice President, Administrative Services. May train, assign, and review the work of Maintenance Assistants.

CLASS QUALIFICATIONS

Knowledge of:

Construction and repair of various types of locks, access controls and locking devices
Electronic keys and access control devices
Current practices, materials, hand and power tools, and equipment used in the locksmith trade and related trades
Properties, adaptability, and uses of various metals, wood, and other locksmith trade materials
Safety and health regulations and practices pertinent to the locksmith trade
Computer software and equipment used in the locksmithing trade
Basic recordkeeping procedures

Skill in:

Using the tools of the locksmith trade, including the carpentry tools required for lock and panic bar installation

Ability to:

Diagnose repair needs by sound and "feel" of the movement of internal parts
Repair a variety of locks and related hardware
Follow oral and written instructions
Keep accurate records
Work effectively and cooperatively with other personnel
Learn general and specialized software applications
Learn basic features of computer equipment
Learn the characteristics of new materials and equipment and update skills to adapt to changing technology

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or its equivalent **AND** completion of an apprenticeship program of at least four years' duration in the locksmith trade **AND** one year of full-time, paid journey-level experience in the locksmith trade.

ENTRANCE QUALIFICATIONS (Cont.)

OR

- B. Graduation from high school or its equivalent **AND** five years of full-time, paid experience in the locksmith trade under the supervision of a journeyman or crafts supervisor. One year of the required experience must have been at the journey-level.

Special:

A valid Class "C" California driver's license.
Access to an automobile.