



LOCKSMITH

FC: MA350
PG: MW-III-SP

PC: 301
BU: 01
October 24, 1990

DEFINITION

Under general supervision, installs, maintains, repairs and replaces locks, deadbolts, knobs, and related door and window security devices; issues keys and maintains inventory, coding and control of District keys and lock systems; prepares reports and maintains records; performs related work as assigned.

CLASS CHARACTERISTICS

This is a journey level classification performing skilled installation, repair and maintenance of District locks and key systems. Incumbents work independently according to accepted standards of the trade, supervisory direction, and District procedures and practices. Incumbents at this level are expected to select appropriate tools, materials, and approach to the work. This class is distinguished from other mechanical and building maintenance trade classes in that the duties relate specifically to the locksmith craft and does not perform general mechanical repair.

EXAMPLES OF DUTIES

Installs, maintains, adjusts and repair locks, knobs, deadbolts and latches on doors, windows, office furniture and equipment, cabinets and cupboards, automobiles, and safety equipment panels and cabinets; installs, maintains and repairs panic hardware and door closers; develops keying schemes for master control keys and individual locks; keys and rekeys locks in accordance with master control plans; maintains records and files of keying information and issued keys; maintains inventory of tools, locks, knobs, keys and other related hardware; reviews key requests, obtains approvals from District police, supervisors, and managers and issues security and miscellaneous keys to District personnel; changes codes and issues padlocks; surveys and assesses lock and related security devices available from vendors and manufacturers; recommends purchase of lock systems; prepares purchase orders for lock supplies, key blanks, and miscellaneous locks and hardware; maintains current knowledge of lock design, features and availability; evaluates and recommends resolution of various security related problems; maintains and controls duplicate key sets; works with other departments and outside agencies to develop and control key systems; develops key plans and obtains approvals; maintains records of locks, keys and work performed; maintains tools and equipment used in locksmithing, and shop facilities; responds to requests for assistance to open locks which are stuck or for which user keys have been lost.

QUALIFICATIONS

Knowledge of:

Principles and practices of locksmithing, including development of master key control systems. Methods, materials, tools and equipment used in the installation, maintenance, repair and adjustment of a wide variety of sophisticated locks and keying systems. Methods, materials, tools and equipment used in the installation, maintenance, repair and adjustment of door, window, cabinet and automobile latches, closers and panic hardware. Legal aspects and implications of locksmithing. Key blank identification, duplication and machine operation and maintenance. Recordkeeping and file maintenance for keying, key control and issue systems. Safety practices and procedures.

Skill in:

Installing, maintaining, adjusting, repairing, modifying, impressioning and opening a wide variety of locks, including safes. Using and maintaining hand and power tools common to the trade. Developing and implementing master control key systems for a variety of locks and lock systems. Controlling access, issuing and tracking key use and issue. Establishing and maintaining records and reports of key systems, key issue and work performed. Reading and interpreting blueprints, drawings, and lock manuals and diagrams. Establishing and maintaining effective working relationships with those contacted in the course of the work. Keeping accurate lock control records.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record. Must be bondable. Must have physical ability to lift up to 100 pounds and be willing to work in cramped, noisy and dirty locations.

A typical way of gaining the knowledge and skills outlined above is:

Completion of an apprenticeship or technical training in locksmithing and one year of journey level experience in the installation, repair and maintenance of locks and security hardware, including work with master keying systems.