



For the future of every student

## **CLASS TITLE: LOCKSMITH**

### **BASIC FUNCTION:**

Under the direction of the Facilities Manager, perform skilled locksmith work in the installation, maintenance, repair and alteration of locks in schools and District facilities; create, duplicate, circulate and account for District keys.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks in schools and District facilities; key and re-key locks; design and develop master key systems as directed; assure safety and security of school sites and District facilities in compliance with applicable codes.

Install, repair, replace and alter locks, closers, stops, panic devices, hinges and other hardware on doors, cabinets, file cabinets and other equipment; retrofit hardware as needed; assemble and disassemble locks; install and alter lock pins; repair locksets in response to lock malfunctions.

Utilize key-cutting machines to create, replace and duplicate keys; distribute, collect and account for keys; maintain key control system and related records; organize and maintain collections of keys for District-wide doors.

Re-key new locks to align with the District key system; re-key existing locks in response to malfunctions and lost or stolen keys; utilize codes to key locks.

Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; adjust hinges, strikes and other door components as necessary; adjust doors to assure proper functioning.

Respond to emergency lock opening and key needs as required; remove debris, glue and other obstructions from locks as needed.

Operate a variety of equipment including code cutters, key duplicators, and a variety of hand and power tools; utilize a computer and assigned software; drive a vehicle to conduct work.

Estimate labor, material and equipment needed for assigned projects; prepare cost estimates; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.

Maintain various records related to keys, master key systems, hardware, codes, projects, work orders, materials, door openings, hardware and assigned activities; input key information into an assigned computer system.

Plan, organize and lay out assigned tasks; interpret diagrams, sketches and specifications; work from verbal and written instructions and work orders.

Participate in Department-wide projects and assist other trades workers with maintenance and repair projects as needed.

Work with architects and contractors in the preparation of hardware specifications for additions, new portables and modernization projects.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain work areas, equipment and tools in a safe, clean and orderly condition.

Service and repair District safes as needed.

Perform other related duties as assigned that support the overall objective of the position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, procedures, equipment and materials used in the installation, maintenance, repair and adjustment of locks and related components.

Building codes related to the locksmith trade.

Operation and maintenance of tools, equipment and machinery used in the locksmith trade.

Proper methods of storing equipment, materials and supplies.

Master key systems and key coding techniques.

Technical aspects of the locksmith trade.

Building codes related to the locksmith trade.

Appropriate safety precautions and procedures.

Operation of a computer and assigned software.

Oral and written communication skills.

Record-keeping techniques.

**ABILITY TO:**

Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks in schools and District facilities.

Make and duplicate keys as needed.

Replace defective parts and components as necessary.

Code keys, re-key locks and maintain master key system.

Distribute, collect and account for keys.

Plan and lay out locksmith work.

Read and understand basic blueprints.

Operate and maintain tools, equipment and machinery used in the locksmith trade.

Observe health and safety regulations and procedures.

Estimate material, equipment and supply needs.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Work independently with little direction.

Maintain various records related to work performed.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and experience equivalent to graduation from high school or equivalent, and 4 years professional-level experience in the installation, maintenance and repair of locks.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment and tools.

Hearing and speaking to exchange information.

Seeing to read and perform locksmith functions.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders and working from heights.

Sitting or standing for extended periods of time.

Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.

Working at heights.

Chemical fumes.

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*Approved by Personnel Commission:*  
*Revised:*

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