



Classification Title: Locksmith

Department:	Building Services	EEO6 Code:	6
Employee Group:	Classified	Salary Grade:	25
Supervision Received From:	An Assigned Supervisor in Building Services	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	6/2022

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs skilled locksmith duties to install, repair and service a variety of locks, key systems, security devices and door hardware within the District's buildings and facilities.

DISTINGUISHING CHARACTERISTICS.

Locksmith is a journey-level trade classification responsible for installing and servicing locks and key systems.. The variety of assigned tasks require sound judgment and independent thinking.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Installs, repairs, rebuilds and services both mechanical and electrical locking devices and card access systems using hand tools and special equipment.
2. Disassembles locks, such as padlocks, safe locks and door locks; diagnoses causes of problems or failures; repairs/replaces worn tumblers, springs and other parts.
3. Inserts new or repaired tumblers into locks to change combinations.
4. Cuts new or duplicate keys using key-cutting machine; stamps keys with identification.
5. Manipulates a lock pick in cylinder to open door locks without keys when necessary or directed.
6. Opens safe locks by drilling if needed.
7. Fabricates unique locks/locking devices to meet specialty needs or to replace unavailable parts for existing locks.
8. Overhauls, adjusts and installs door and window closing devices; maintains and repairs door panic bars and other exit hardware.
9. Utilizes appropriate discretion and special knowledge of lock systems to preserve the integrity of the District's master key system while responding to staff, faculty and student requests.
10. Installs and repairs door hardware and hydraulic closing fixtures.
11. Issues keys and maintains records of keys issued and returned; maintains records of work performed.

12. Performs preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts.
13. Ensures compliance with applicable federal, state and local building codes and statutes, including the Americans with Disabilities Act.
14. Ensures proper care in the use and maintenance of equipment and supplies; promotes workplace safety and environmental practices.
15. Estimates and purchases needed materials in compliance with District purchasing procedures.
16. Cleans, maintains, adjusts, calibrates and services equipment used in the performance of duties.
17. Monitors work performed by outside contractors for adherence to District, state and federal requirements.
18. Maintains appropriate service and repair records.
19. Responds to routine and emergency calls for repairs and service.
20. Maintains electronic access key control systems including electronic records of issued keys/cards, returned keys/cards, re-keys and duplications.
21. Cleans and maintains work areas, and keeps inventory and adequate stock of keys, supplies and equipment. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

Marginal Functions:

1. Assists other skilled trades positions with building construction/maintenance tasks.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of journey-level locksmith experience.

Education/Training: Equivalent to completion of the twelfth grade, supplemented by specialized training or apprenticeship in locksmithing.

Licenses/Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Preferred Qualifications:

Certified Registered Locksmith certification.

Knowledge of:

1. Methods, terminology, procedures, techniques, materials, tools and equipment used in locksmithing in a facilities maintenance setting.
2. Applicable building and safety code requirements.
3. Methods and practices followed in the maintenance of tools, machinery and equipment.

Skill in:

1. Installing, diagnosing problems, repairing, adjusting and changing mechanical and electrical locking devices and card access systems.
2. Reading and interpreting blueprints, plans and specifications.
3. Utilizing a key-cutting machine and other locksmith tools/equipment.
4. Estimating costs, time and materials of locksmithing projects.
5. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
6. Establishing and maintaining effective working relationships with all those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee frequently works outside, near moving mechanical parts, and on slippery and uneven surfaces. The employee may be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to use hands to repetitively finger, handle, feel or operate objects, tools or controls; to reach with hands and arms; to regularly lift and/or move up to 50 pounds; and to work on scaffolding or ladders. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.