

LOCKSMITH

Class Definition

Under general supervision, performs skilled locksmithing work on City buildings, facilities and equipment.

Distinguishing Characteristics

Locksmith is a single position class in the Facilities Management Division of the Department of Administrative Services. Reporting to a Facilities Maintenance Supervisor, the incumbent performs specialized work in the installation, adjustment, service and repair of locks, locking devices, doors and door hardware on City buildings, facilities and equipment.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Installs, services, adjusts, modifies and repairs locks, locking devices, doors and door hardware; re-pins cores and cuts keys.

Designs keying and locking systems for City buildings and facilities.

Designs, builds and installs special security hardware.

Estimates and submits requisitions for necessary, labor, materials and equipment; maintains written and/or computerized records of locking systems and key assignments.

May be assigned to specify, coordinate and inspect work performed by outside contractors.

May perform various semi-skilled and skilled tasks on heating and air conditioning equipment, plumbing, carpentry and general maintenance work.

Performs related duties as required.

Knowledge, Skills and Abilities

Considerable knowledge of the theory, methods, materials, tools and equipment used in locksmithing.

Considerable knowledge of key and locking systems.

Knowledge of the occupational hazards, safety rules and regulations, and the building, fire and accessibility codes and regulations applicable to the trade.

Ability to install, service, adjust, modify and repair locks, locking devices, doors and door hardware.

Ability to properly use, inventory, maintain and order materials, tools, and equipment used in the locksmithing trade utilizing a computer based record keeping system.

Ability to lay out work and estimate time, materials, tools and equipment needed.

Ability to follow oral and written instructions and work from plans and specifications.

Ability to establish and maintain effective working relationships with the public, contractors, clients and co-workers.

Minimum Qualifications

Three years of journey level locksmithing experience in the installation, maintenance and repair of various types of locks and locking devices.

Possession of a Certified Registered Locksmith designation issued by the Associated Locksmiths of America, Proficiency Registration Program, may be substituted for up to one year of experience.

Special Requirement

Possession of a valid California Driver's License may be required.

APPROVED: _____

Director

DATE: _____