

## LOCKSMITH

### **DEFINITION**

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

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Manager or designee. This classification does not exercise supervision.

### **DISTINGUISHING CHARACTERISTICS**

Locksmith is a single position classification in which 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.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

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.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

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

in locksmithing.

Considerable knowledge of key and locking systems.

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

**Skill/Ability to:**

Install, service, adjust, modify and repair locks, locking devices, doors and door hardware.

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

Lay out work and estimate time, materials, tools and equipment needed.

Follow oral and written instructions and work from plans and specifications.

Establish and maintain effective working relationships with the public, contractors, clients and co-workers.

**MINIMUM QUALIFICATIONS**

**Education:**

Possession of a High School Diploma or equivalent GED completion.

**Experience:**

Two (2) years of journey level locksmithing experience in the installation, maintenance and repair of various types of locks and locking devices.

**SPECIAL REQUIREMENT(S):**

Possession of a valid California Class C Driver's License is required at the time of application and continued maintenance throughout the entire term of employment.

Possession of a Certified Registered Locksmith designation issued by the Associated Locksmiths of America, Proficiency Registration Program, may be substituted for up to one (1) year of experience.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without

reasonable accommodation.

This classification's physical demands involve light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical demands may be required: balancing, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File DATE: 10/20/2025  
Director of Personnel Services

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