

MAINTENANCE/LOCKSMITH

DEFINITION

Under general direction, to perform skilled work in the installation, repair, and adjustment of keyed and combination locks; and to do related work as required.

EXAMPLES OF DUTIES

Check and repair locks and safes; does master keying; change lock combinations; install new locks; dismantle and replace or rebuild various types of locks and parts; make keys, stamps numbers and keep records; repair panic bars; requisition parts, locks and materials for repairs; estimate labor and material costs; install and adjust door closures; process service repair work orders; may use forklift if OSHA training is current; maintain clean and safe work and shop areas; and may direct helpers.

QUALIFICATIONS

Knowledge of

Materials, tools, equipment and methods used in the maintenance and repair of locks; key making; current fire codes; basic computer operations; and master-keying practices.

Ability to

Respond to emergency situations; weld, braze and solder; after appropriate training safely use machines, equipment, and tools related to job duties; skillfully use and care for locksmithing tools and equipment; accurately estimate labor and materials requirements; keep accurate records; understand and carry out oral and written instructions; work from plans and specifications; use district work order system; work cooperatively with others; and use computerized master keying systems and key control recording.

Experience

Three years of skilled experience in locksmithing work.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent lifting and maneuvering of up to 50 to 60 pounds with occasionally lifting and maneuvering of up to 100 pounds, with or without assistance. Twisting, standing, walking, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses

Possession of a valid and appropriate California Driver's License required.