

## **MAINTENANCE/LOCKSMITH ASSISTANT**

### **DEFINITION**

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

### **EXAMPLES OF DUTIES**

Install new locks, change lock combinations; make keys, stamp numbers and keep records; requisition parts, locks and materials for repairs; 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**

Material, tools and door hardware; equipment and methods used in the maintenance and repair of locks and door hardware; key making; and basic computer operations.

#### **Ability to**

Skillfully use and care for locksmithing tools and equipment; weld, braze and solder; keep accurate records; use district work order system; after appropriate training safely use machines, equipment, and tools related to job duties; understand and carry out oral and written instructions; work cooperatively with others.

#### **Experience**

Two years of experience in construction trade, carpentry, or locksmithing work.

#### **Education**

Equivalent to the completion of the twelfth grade.

#### **Physical Performance Requirements**

Frequent heavy 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.