

LEAD MAINTENANCE/LOCKSMITH

DEFINITION

Under general supervision, provide leadership and training as needed to other District locksmith employees and perform highly skilled installations, repairs, rekey of locks and adjustments to locking devices and door hardware. Creates and maintains District master record system, directs and assigns master codes as needed.

EXAMPLES OF DUTIES

Establish priorities, assigns, inspects and instructs personnel in the proper methods, materials, and equipment to be used, computes times and material costs, performs on-site surveys of work to be performed, estimates man hours and orders materials, provides training and instructs in safety procedures. 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

Provide leadership and training as needed, and support other District staff persons in the operation of keys, locks, frames, locking, and egress requirements. Analyze and respond to emergency situations; weld, braze and solder; skillfully use and care for locksmithing tools and equipment; accurately estimate labor and materials requirements; keep accurate records and prepare reports; work from plans and specifications; work cooperatively with others; use district work order system; and use computerized master keying systems and key control recording; after appropriate training safely use machines, equipment, tools related to job duties.

Experience

Six years of highly skilled experience in creating, maintaining and assigning master keying codes and 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 California Driver's License required. Locksmith certification required.