



NEW: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	LOCKSMITH
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8400
BARGAINING UNIT:	CLAE

**SCOPE OF RESPONSIBILITIES**

Repairs and rekeys locks; repairs and installs door closers; and repairs and installs panic hardware.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Opens and repairs locks on doors, cabinets, and safes using hand tools and specialized equipment
- Repairs and installs cylindrical locks, mortise locks, panic devices and other door hardware
- Set up and install BEST A2 and A4 interchangeable key systems and other regular master key systems
- Duplicates keys by machine and hand fitting to existing lock cylinders and key systems
- Sets up cylinders to fit existing keys and key systems
- Assumes responsibility for truck, tools, and equipment that have been assigned and issued to perform work
- Makes withdrawals for all material used from stock
- Writes work orders on all work completed by the assigned helper
- Assumes responsibility for own safety and the safety of others regarding the assigned job
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D. with four (4) years of experience in carpentry and/or lock work
- Ability to climb and work in high places
- Ability to read blueprints
- Ability to install and repair all locks and door hardware
- Ability to rekey locks
- Ability to pick locks
- Valid driver's license
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

Additional experience in this field

Completed apprenticeship program
Experience in a diverse workplace