



NEW: Submitted:  
07/01/2020 03/19/2020

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|------------------------|---------------------|
| JOB TITLE:             | LOCK SHOP           |
| DIVISION               | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | IB/GRADE SEE BELOW  |
| WORK YEAR:             | 260 DAYS            |
| FLSA STATUS:           | NON-EXEMPT          |
| JOB CLASS CODE:        | 8678                |
| 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

Sets up and installs 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

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.

Five years of experience in lock work

Physically able to climb and work in high places on all types of scaffolds, ladders and lifts

Experience in reading and following blueprints, drawings, schematics and diagrams

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

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| Completed apprenticeship program  |
| Experience in a diverse workplace   |
| MINIMUM QUALIFICATIONS-LOCKSMITH TECHNICIAN II - IB/GRADE 7 JOB CLASS 8678                    |
| High School Diploma or G.E.D.   |
| Three (3) years of experience in lock work  |
| Physically able to climb and work in high places on all types of scaffolds, ladders and lifts |
| Valid driver's license  |
| Effective communication skills  |
| DESIRABLE QUALIFICATIONS  |
| Experience in reading and following blueprints, drawings, schematics and diagrams             |
| Completed apprenticeship program  |
| Experience in a diverse workplace   |
| MINIMUM QUALIFICATIONS- LOCKSMITH TECHNICIAN I- IB/GRADE 5 JOB CLASS 8679                     |
| High School Diploma or G.E.D.   |
| Physically able to climb and work in high places on all types of scaffolds, ladders and lifts |
| Valid driver's license  |
| Effective communication skills  |
| DESIRABLE QUALIFICATIONS  |
| Ability to read and follow blueprints, drawings, schematics, and diagrams                     |
| Experience in this field  |
| Experience in a diverse workplace   |