



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

JOB TITLE:	LOCK SHOP
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB/GRADE SEE BELOW
WORK YEAR:	AS APPROVED BY THE BOARD
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

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