



REVISED: 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