CLASS SPECIFICATION
Locksmith

FLSA Status: Non-Exempt
EEOC Job Category: Craft Workers
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, performs skilled, journey-level duties in the installation, repair, adjustment
and changing of electronic key and combination locks, door closures and related hardware; program and
issue omni locks and codes; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Locksmith is the full journey-level class in the locksmith series. Incumbents are frequently required to
work independently, following instructions, work orders and established guidelines and procedures to
complete assignments. Assignments encompass a variety of tasks, and require sound judgment and
initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be
performed. The omission of specific statements of duties does not exclude them from the position if the
work is similar, related or a logical assignment to this class.

1. Performs skilled locksmithing in the inspection, maintenance, repair, installation and changing of
electronic key and combination locks, door closers and related hardware; installs lock hasps, door
guards and other security tools on doors, desks and cabinets; programs omni locks and issues omni
codes to staff; plans and assists carpentry staff with installation of new doors and locks.

2. Dismantles and rebuild various types of locks and changes lock combinations and parts; re-keys
locks; keys lock cylinders to proper District sites.

3. Cuts copies of keys, stamps numbers on keys and enters in key records; delivers keys to District sites
and personnel; maintains records of staff key holders.

4. Overhauls, adjusts and installs door closers, panic bars and emergency opening equipment.

5. Prepares and maintains detailed records of work performed, pin and rekeying charts, keys, doors and
hardware; completes and submits work orders on a timely basis.

6. Performs preventive maintenance on locks and hardware including cleaning, lubricating and
tightening parts.

7. Operates a variety of tools and equipment including pin kits, key machines, drill motors, mortise
machines, grinders, saws, installation jigs, and a personal computer.
8. Responds to emergency calls involving locksmithing work; responds to emergency key needs when keys are lost or locks are broken; repairs doors, door jambs and locks due to vandalism; issues keys to contractors as required.

**OTHER DUTIES**

1. Assists other skilled maintenance personnel in cooperative assignments.
2. Schedules and coordinates activities with other personnel and school site administrators.
3. Surveys plans of new construction for keying of locks and door hardware.
4. Requisitions necessary tools, equipment and supplies.
5. Ensures the timely and accurate completion of preventive maintenance activities.
6. Maintains records related to work performed; prepares reports as required.
7. Operates light- and medium-duty equipment.
8. Operates vehicles to travel to various District sites.

**QUALIFICATIONS**

**Knowledge of:**

1. Methods, materials, tools, equipment, computer programs and records used in locksmith work.
2. Proper methods, materials, tools and equipment used in locksmithing activities.
3. The District’s Omin-Lock system and applicable electronics.
4. Applicable codes and regulations.
5. Appropriate safety precautions and procedures.
6. Record-keeping techniques.
7. Basic computer operation.

**Ability to:**

1. Perform skilled maintenance work in the repair, adjustment and change of electronic keyed and combination locks.
2. Repair locks and lockers, make keys, use and maintain hand tools and locksmithing tools and equipment.
3. Maintain related records.
4. Operate a personal computer to enter data, maintain records and generate reports.
5. Understand and follow oral and written instructions.
6. Work cooperatively with others.
7. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of journey-level locksmithing experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California Class C driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with District management, staff and others encountered in the course of work.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions,
fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is frequently loud.