CLASS SPECIFICATION
Senior Locksmith

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

GENERAL PURPOSE
Under general supervision, schedules, assigns, leads and participates in the work of journey-level personnel engaged in the installation, repair, adjustment and changing of key and combination locks, electronic locks and related hardware; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Senior Locksmith is an advanced journey-level, working lead class, providing technical assistance, training and lead worker duties for journey-level personnel and building maintenance staff. Assignments vary, encompass a variety of tasks, and require advanced technical knowledge, as well as 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. Receives work orders; assigns and provides work direction to assigned personnel; maintains records of completed work orders, including time and materials; prepares reports as needed; orders and maintains an inventory of tools and materials for the District’s locksmith shop.

2. Performs skilled and difficult locksmithing in the inspection, maintenance, repair, installation and changing of manual and computer-controlled electronic locks and related hardware; installs lock hasps, door guards and other security tools on doors, desks and various cabinets; programs omni locks and issues omni codes to staff; plans and assists carpentry staff with installation of new doors and locks.

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

4. 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.

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

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

8. Operates a variety of tools and equipment including lock code machines, pin kits, key machines and duplicators, drill motors, mortise machines, grinders, saws, installation jigs, hand-held readers and a personal computer.

9. 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 District departments and staff.

3. Surveys plans of new construction for keying of locks and door hardware.

4. Ensures the timely and accurate completion of preventive maintenance activities.

5. Operates light- and medium-duty equipment.

6. 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. Omni-lock system.

3. Applicable codes and regulations.

4. Electronics as applicable to the District’s locks.

5. Appropriate safety precautions and procedures.

6. Record-keeping techniques.

7. Basic computer operation.

8. Inventory methods and practices.

Ability to:
1. Receive work orders, assign and provide work direction to assigned personnel.

2. Maintain records of work orders including timing and materials.

3. Perform skilled maintenance work in the repair, adjustment and change of electronic keyed and combination locks.
4. Repair locks and lockers, make keys, use and maintain hand tools and locksmithing tools and equipment.

5. Understand and apply appropriate safety standards and procedures.


7. Operate a personal computer to enter data, maintain records and generate reports.

8. Understand and follow oral and written instructions.

9. Maintain tools and equipment in clean and proper working condition.

10. Work cooperatively with others.

11. Communicate effectively with others.

12. Perform heavy lifting.

13. 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 three years of journey-level experience in the locksmith trade; 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.