



Job Description

POSITION CODE: 687
Classified Group: CSEA
Salary Range: 38
Work Days: 261
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POSITION TITLE: Lead Locksmith

DEFINITION: Under general supervision, performs skilled troubleshooting, repairs, adjusts, and installs locks on doors and closets. This is the working lead level.

DIRECTLY RESPONSIBLE TO: Supervisor, Electronic Center

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Attends pre-construction meetings and inspects pre-construction blueprints in order to provide input for upcoming projects.
2. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of district Locksmiths.
3. Attends pre- and post-construction walkthroughs at sites for conformity with codes and regulations.
4. Conducts on-site survey of work to be performed.
5. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
6. Coordinates with other shops and departments to complete work.
7. Ensures safety precautions are observed.
8. Troubleshoots, repairs, and installs door locks and door closers, including mechanical and electronic hardware.
9. Replaces, rebuilds, or repairs broken, bent, and worn parts.
10. Cleans plugged key slots, re-pins cylinders.
11. Rekeys individual locks and complete building lock systems.
12. Rebuilds, cleans, and lubes various types of locks.
13. Duplicates keys and makes keys from codes, by impression, and sight methods.
14. Installs and repairs panic locks and other exit hardware.
15. Repairs doors, hinges, and jambs as necessary to improve lock functions.
16. Changes lock combinations.
17. Maintains records and key filing systems.
18. Inventories and requisitions parts.
19. Performs preventive maintenance.
20. Computes time and materials costs.
21. Initiates, modifies, and closes work orders in automated system.
22. Supplies padlocks to schools.
23. Modifies locks for varied functions for security purposes.
24. Opens locked doors, filing cabinets, desks, and closets; replaces or opens lock mechanisms.
25. Opens or repairs safe locks.
26. Fabricates and installs protective lock plates.
27. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Completion of an apprentice or training program in a locksmith shop; experience in locksmith work.

Licenses and Certificates:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license

Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, tools, materials, equipment, hazards, and safety precautions associated with installation and repair of a variety of locks
- Knowledge of key-making and master-keying techniques
- Knowledge and skill in use of computers and assorted software programs
- Ability to analyze and diagnose lock malfunctions
- Ability to read installation manuals
- Ability apply basic math concepts to compute time and materials costs
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to understand and follow verbal and written instructions
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Outdoor and indoor work environment
- Seasonal hot/cold weather
- Moderate to loud noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Vision and depth perception to work on lock components
- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Move about schools and facilities to conduct work, including climbing a ladder, crawling, bending, stooping, reaching, working with arms extended, and remaining in a stationary position for long periods of time
- Communicate to exchange information in person, with small groups, and/or on the telephone

Hazards:

- Exposure to airborne particles, including metal shavings and fragments

Other Characteristics:

- Willingness to respond to emergency calls at night or on weekends

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/9/2017
Adopted: 6/1/1972
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