

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the direction of an assigned supervisor, create and maintain records of master key systems, performs maintenance work in the repair, adjustment, and changing of locks and lock related systems.

REPRESENTATIVE DUTIES:

Create and maintain records of master key systems, performs maintenance work in the repair, adjustment, and changing of locks and lock related systems. *E*

Make new or duplicate keys; re-key locks; stamp numbers on keys and enter into logbook; open or remove locks that cannot be opened by ordinary means; pick locks in cylinders in order to open door locks without keys. *E*

Disassemble mechanical or electrical locking devices, and repair or replace worn tumblers, springs, and other parts, using hand tools. *E*

Operate a variety of equipment, tools and machines such as drill presses, routers, grinders, key cutters, keying machines, saws, engravers, locksmith picks, pinning kits and hand tools; operate a variety of key machines, including slot, barrel, Code-Max, and standard duplicating key machines; use electronic locksmithing equipment, including access control hardware and software and other types. *E*

Install, maintain and repair electronic door operators, electromagnetic locks and related equipment; install locks and related hardware, including panic exit devices, and perform the carpentry necessary for installation. *E*

Adjust, maintain, repair, and replace door locks, padlocks, cabinet locks, utility locks, combination locks, and related hardware, such as panic exit devices, latches, catches, fasteners, and door closers; repair and adjust panic bars and other exit hardware; repair and replace doors. *E*

Redesign lock cylinders to use as many as five different keys; change lock combinations by using code systems and code machine. *E*

Estimate labor, material and equipment requirements; monitor inventory levels of supplies and equipment; order parts, materials, and equipment as needed. *E*

Assist in new construction projects as assigned; assist in the installation, maintenance and repair of metal and wood door and frames. *E*

Communicate with administrators, staff and outside agencies to exchange information, coordinate activities and resolve issues or concerns; collaborate with outside contractors, other departments and maintenance personnel to complete assigned projects as necessary. *E*

Work from verbal and written instructions, blueprints, sketches and work orders. *E*

Respond to emergency needs as requested; work overtime in emergency situations. *E*

Operate a variety of specialized equipment, and hand and power tools related to work performed or assigned; repair, maintain and assure equipment is in safe and proper working condition; drive a District vehicle to various work sites. *E*

Prepare and maintain a variety of records related to work performed, supplies and materials, labor costs and others; keep records of district and school locks and keys. *E*

Assist other maintenance personnel with daily work assignments as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, techniques, and equipment used in locksmith work.
A wide variety of tools and standard practices and processes of the locksmith trade.
Locking devices available including electronic equipment and their uses.
Construction and repair of various types of locks.
Record-keeping and report preparation techniques.
Codes and safety regulations pertaining to exits and locks in case of fire and for the protection of disabled persons.
Applicable building codes, ordinances, fire regulations and safety precautions.

ABILITY TO:

Perform skilled locksmith work in the installation, maintenance and repair of locks on doors and cabinets.
Use the tools of the locksmith trade, including the carpentry tools required for lock and panic exit device installation.
Operate power machinery of the locksmith trade.
Use a propane torch safely.
Work from sketches, plans and blueprints.
Create and maintain records.
Send and receive emails and research information through the Internet.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Maintain work records.
Work independently with minimum direction.
Maintain a work pace appropriate to a given workload.
Drive motor vehicle to various sites to perform duties of position.
Observe safety precautions and procedures.

Establish and maintain effective and harmonious working relationships with students, fellow employees, teachers, and administrators.
Maintain consistent, punctual and regular attendance.
Prioritize and schedule work.
Apply and explain rules, regulations, policies and procedures.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Education: **High** School graduate or the equivalent. Proof required. Supplemental training in locksmith methods and techniques.

Experience: Three years journey-level locksmith experience.

Testing: Passing score on the District Locksmith test, within the last three years.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

Valid CA Locksmith license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Subject to noise from equipment operation.
Regular exposure to fumes, dust, dirt, oil/grease.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools.
Seeing to observe needed and completed repairs.
Climbing ladders and working from heights.
Reaching overhead and horizontally.
Standing for extended periods of time.
Walking over rough or uneven surfaces.
Lifting heavy objects (up to 75 pounds).
Bending at the waist, kneeling or crouching.

HAZARDS:

Vapors from paints and solvents.
Working in a cramped or restrictive work chamber.
Working with power saws and flying debris.
Working at heights on ladders or scaffolding.
Working with electrical power supply.