

CLASSIFIED JOB DESCRIPTION

LEAD LOCKSMITH

JOB SUMMARY:

Under general supervision, performs journey level work; maintains and creates master key file and lock codes for all District facilities; cuts new keys as required; changes key combinations as necessary; installs and repairs locks, panic hardware, and door closers; is a member of the District security team; helps maintain District Instakey program and database; helps provide technical support to contractors; helps create new database for new projects; and performs other related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Performs as a skilled working lead, modeling and assisting others by example.
- Documents lock pinning codes for site rekeying; lock codes by door numbers; lock and key changes; wall and door locations in map form; key control with accountability signatures; and vehicle key codes for trucks and buses.
- Facilitates key codes and identifies keys found or not marked.
- Purchases new locks and parts, key blanks, cylinders and parts, hydraulic door closers and parts, panic door hardware and parts, lock and key installation, and maintenance tools.
- Cuts new keys for doors, cabinets, file cabinets, desks, vehicles, and padlocks and recuts existing keys when changing bitting.
- Opens locked doors, desks, file cabinets, wood cabinets, and vehicles.
- Rekeys mortise cylinders, knob cylinders, removable cores, cam locks, and padlocks.
- Designs and fabricates special securing devices.
- Installs and repairs lock mechanisms, mortise, cylindrical, unit deadlock, panic hardware, file cabinets, cabinets, padlock mechanisms, door closer mechanisms, and wood and steel doors.
- Modifies wood doors, steel doors, mortise, doorjamb, and cylindrical locks to operate properly.
- Transports locksmith-equipped van.
- Maintains District Instakey program and database. Orders parts and materials by computer.
- Communicates with school officials, contractors, supervisors, coworkers, and vendors.
- Performs quality control of work done by outside contractors.
- Troubleshoots problems with the database.
- Creates new keying system for Instakey program.

Policy Standards:

- Serves as the lead person for the Entry Level and Journeyman in the same field.
- Assists in planning appropriate work assignments.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of four years recent successful journey level experience or two years as a journeyman within the District.

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- Ability to read blueprints, estimate time and material for job orders, train and direct efforts of others effectively, and drive a light truck or van to and from jobs.
- Knowledge of methods, tools, equipment, materials, and means of transportation for the particular journey level tasks.
- High school diploma or GED required.
- Graduation from a recognized trade school, or completion of equivalent training and experience.
- Must possess a valid California driver's license. Must have a good driving record. Must be insurable under the District's insurance program and must maintain insurability.
- Must be willing to carry a pager and respond to off-hour calls.
- Must be willing to be trained and certified for asbestos inspection and removal. May be required to work weekends.

Classified Salary Schedule: Range 41
BOARD APPROVED: 09/17/02
REVISION DATES: 10/19/04
07/17/23
08/09/2023