

**CLASSIFIED JOB DESCRIPTION**

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**LOCKSMITH – ENTRY LEVEL**

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**JOB SUMMARY:**

Under general supervision, performs entry 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; and performs other related duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- 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, or maintenance tools.
- Cuts new keys for doors, cabinets, file cabinets, desks, vehicles, padlocks, and recut 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 locks, mortise, cylindrical, unit dead bolt, cam, file cabinets, panic exit hardware, door hold back devices, and hydraulic door closures and bracket.
- Repairs lock mechanisms, mortise, cylindrical, unit lock, panic hardware, file cabinets, cabinets, padlock mechanisms, door closer mechanisms, and wood and steel doors.
- Modifies wood and steel doors, mortise, doorjamb, and cylindrical locks to operate properly.
- Transports locksmith equipped van.
- Learns District Instakey program and database.
- Orders parts and materials by computer.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- At least two years recent successful experience as an apprentice or helper under the supervision of a skilled journeyman in the same field.
- Ability to read blueprints, estimate time and material for job orders train and direct efforts of others effectively, drive a light truck or van to and from jobs and perform in the official absence of the Trades II in the same field.
- 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

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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 34*

*BOARD APPROVED: 10-1-1996*

*REVISION DATES: 07-18-2000*

*10-19-2004*

*07/17/2023*

*08/09/2023*