

CLASSIFIED JOB DESCRIPTION

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:

- 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 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 cabinet, 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.
- Verifies contractor work.
- Helps maintain District Instakey program and database. Orders parts and materials by computer.
- Communicates with school officials, contractors, supervisors, coworkers, and vendors.
- Helps perform quality control of work done by outside contractors.
- Helps troubleshoot problems with the database.
- Helps create new keying system for Instakey program.
- Maintains keyless entry access.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of four years recent successful journey level experience or four years successful experience as an entry level within the District, including four successful years of evaluations.

LOCKSMITH

Page 2

- 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.
- Graduation from high school or 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 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: 38
BOARD APPROVED: 10/19/04
09/11/24