

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Journeyman Locksmith

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

Education and Experience:

Experience:

Five years of experience in building maintenance and locksmith. Education may be substituted on year-for-year basis for two years experience.

Education:

Graduation from high school plus 12 units of college level course work in building or construction trades; or graduation from an accredited trade or technical school in a locksmith program of at least six months or more; or completion of a recognized apprenticeship programs; or five years of increasingly responsible experience to the level of journeyman locksmith.

License Requirement:

Posses a valid California Driver's License. Certified Registered Locksmith. Must be bondable.

Condition of Employment: Insurability by the District liability insurance carrier.

SUMMARY:

Under minimal supervision as may be directed by the District Operations and Maintenance Manager performs all duties associated with a skilled Journeyman Locksmith.

- Installs locks and related hardware, including doors and panic exit devices, and performs the carpentry necessary for installation.
- Consults with customers on lock and security needs. Proposes lock systems. Schedules and plans installation and repair work orders to optimize use of time and minimize disruption of school activities.
- Designs multi-level master key systems. Interprets master keying guides, using appropriate discretion and special knowledge of lock systems to preserve the integrity of the District's master key system while meeting customer requests.
- Adjusts, maintains, repairs, and replaces door locks, padlocks, cabinet locks, utility locks, combination locks, and related hardware, such as panic exit devices, latches, catches, fasteners, and pneumatic door closing mechanisms.
- Sets up and maintains computer-aided documentation on lock systems including names and contact information on keys and cards that have been issued, serial numbers, access and permission levels, combinations, and locations.
- Redesigns lock cylinders to use new multiples of keys. Change lock combination.
- Cut's duplicates, and stamps identification numbers on keys and cards. Operates a key-cutting machine and carpentry tools.
- Changes lock combinations and enters numbers and combinations in a register. Changes lock combinations by using code systems and code machine.

- Installs, troubleshoots, repairs, and maintains electronic key card systems.
- Repairs safes and safe-locking systems.
- Devises systems to prevent break-ins and pilferage.
- Opens or removes locks that cannot be opened by ordinary means.
- Initiates requisitions for purchase of locks and related hardware. Prepares requisitions and reports as required.
- Performs the work of a Building Maintenance Mechanic on an as-needed basis.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS:

Knowledge and Skills: The position requires in-depth knowledge of hierarchical lock systems. Requires knowledge of building and safety codes and regulations dealing with locks and exits, including those codes applicable for fire safety and to comply with access requirements for disabled persons. Requires working knowledge of carpentry including the full range of tools used in the area or responsibility. Requires a working knowledge of computer-aided office productivity tools including but not limited to, word processing, spreadsheets, and special databases used by the department. Requires sufficient human relations skills to convey technical concepts to others and work cooperatively with a range of customers in the District.

Ability: Requires the ability to carry out the essential functions of the position. Requires the ability to setup and implement master key systems. Requires the ability to cut and issue keys, card, and combinations. Requires the ability to hand and fit doors, including those with pneumatic mechanisms. Requires the ability to employ safe work habits. Requires the ability to meet production and deadline requirements. Requires the ability to prepare and maintain accurate documentation of locks and combinations issuance.

Physical Abilities: Requires the ability to perform work of an active nature; to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 60 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 60 pounds. Requires the ability to climb, stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear machinery sound and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress. Requires the ability to work in extreme temperature conditions.

Working Conditions: Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.