

Ontario–Montclair School District

CLASS SPECIFICATION

Locksmith

Range 46

GENERAL PURPOSE

Under general supervision of the Director for Facilities Planning and Operation and/or Designee, performs skilled, journey-level duties in the installation, repair, adjustment, and changing of key and combination locks, door closures, door locks, and related mechanical and electronic hardware; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Locksmith is a journey-level class in the maintenance and construction trades series. Incumbents perform their duties independently, working from general instructions and work orders, and their knowledge related to locksmithing of District-wide facilities and maintenance projects. Assignments vary, encompass a variety of tasks, and require sound judgment and initiative.

Locksmith is distinguished from a Lead Locksmith in that the Lead Locksmith is an advanced trade classification, working lead class, providing technical assistance, training, and lead worker duties for a staff in the trade classification Locksmith.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Performs skilled locksmithing in the inspection, maintenance, repair, installation, and changing of key and combination locks, door closers, and related mechanical and electronic hardware; installs lock hasps, door guards, and other security tools; plans and assists carpentry staff with the installation of new doors and locks.
2. Dismantles and rebuilds various types of locks and changes lock combinations and parts; re-keys locks; keys lock cylinders to proper District sites.
3. Cuts copies of keys, stamps numbers on keys, and enters key information in the master record system; delivers keys to District sites and personnel.
4. Overhauls, adjusts, and installs door closers, panic bars, and emergency opening equipment.
5. Prepares and maintains detailed records of work performed, pin and rekeying charts, keys, doors, and hardware; completes and executes work orders on a timely basis.

6. Performs preventive maintenance on locks and hardware including cleaning, lubricating, and tightening parts.
7. Operates a variety of tools and equipment including pin kits, key machines, drill motors, mortise machines, grinders, saws, installation jigs, and a personal computer.
8. Responds to emergency calls involving locksmithing work; responds to emergency key needs when keys are lost or locks are broken; repairs doors, door jambs, and locks due to vandalism; issues keys to contractors as required.
9. Assists in the final key installation with new and modernization construction projects as assigned.

OTHER DUTIES

1. Assists other trades personnel as assigned.
2. Schedules and coordinates activities with other personnel and school site administrators.
3. Requisitions necessary tools, equipment, and supplies.
4. Ensures the timely and accurate completion of preventive maintenance activities.
5. Maintains a master record related to work performed.
6. Operates light-duty and medium-duty equipment.
7. Makes oral and written reports on work performed.
8. Operates vehicles to travel to various District sites.
9. Complete work orders using the current implemented work order system.

QUALIFICATIONS

Knowledge of:

1. Methods, materials, tools, equipment, and records used in locksmith work.
2. Proper methods, materials, tools, and equipment used in locksmithing activities.
3. Applicable codes and regulations.
4. Appropriate safety precautions and procedures.
5. Record-keeping techniques.
6. Basic computer operation.

Ability to:

1. Perform skilled maintenance work in the repair, adjustment, and change of mechanical and electronic combination locks.
2. Repair locks and lockers, make keys, use and maintain hand tools and locksmithing tools and equipment.

3. Maintain related records.
4. Operate a personal computer to enter data, maintain records, and generate reports.
5. Understand and follow oral and written instructions.
6. Observe legal and defensive driving practices.
7. Work cooperatively with others.
8. Establish and maintain effective working relationships with District management, staff, and others encountered in the course of work.

Education, Training, and Experience:

Graduation from high school or G.E.D. equivalent; and two years of journey-level locksmithing experience.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with management, staff, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is frequently loud.

Board Approval: 2/5/26