



## PERSONNEL COMMISSION

**Class Code: 0209**  
**Salary Range: 31 (C2)**

### LOCKSMITH

#### JOB SUMMARY

Under general supervision, to install, repair, adjust, and service locks and related hardware; service and repair safes; and to perform related duties as required.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.*

- Install, adjust, rebuild, and service mechanical locking devices, using handtools and special equipment; locks include door locks, panic bars, tumbler locks, padlocks, cabinet locks, and combination locks and latches; insert new or repaired tumblers into lock to change combination; cut new or duplicate keys, using key duplicating machine. ***E***
- Program and install computerized locking devices such as intelikey and omni. ***E***
- Design multi-level master key systems to prevent interchange of keys. ***E***
- Install and service a variety of safes; may drill concrete and install anchors to secure safes; open safes that cannot be opened by ordinary means. ***E***
- Adjust, repair and replace overhead hydraulic door closers, door stops, floor closers and various hold open door devices; trim and adjust metal doors and door hardware. ***E***
- Change lock combinations and using code system and code machines. ***E***
- Fabricate by means of machining, tapping and drilling parts or pieces of lock mechanisms that are not available or cannot be purchased; perform welding; perform brazing and silver soldering to restore old locks; drive a District truck outfitted with locks, tools, supplies and equipment. ***E***
- Keep detailed records of locks and keys and update on charts and records as changes are effected. ***E***
- Respond to emergency calls to lock and unlock doors. ***E***
- Operate a personal computer to enter data, maintain records and generate work orders. ***E***
- Review plans for new lock hardware for installation at District sites. ***E***
- On a limited basis, may be directed to monitor contract work at sites and report discrepancies to supervisor. ***E***

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

## **DISTINGUISHING CHARACTERISTICS**

A Locksmith performs technical, skilled work on a variety of locks and related hardware of new and old technology. An incumbent charts and tracks keys and combinations within the grand mastering system and records the number of keys duplicated and to whom issued in the District.

An incumbent also acquires and applies a knowledge of building and fire codes and Americans with Disabilities Act requirements as they pertain to locks and doors and the standards of physical safety and security at school facilities.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Construction and repair of various makes of locks.

Methods, materials, tools, practices, parts and equipment used in the trade.

Variety of locks available and the best use of each type.

Key code systems.

Installation, adjustment, and repair of panic hardware, exit devices, hydraulic door closers and floor hinges.

Americans with Disabilities Act, fire codes and safety regulations on locking devices and doors for school facilities.

Safe working procedures and practices.

### **Ability to:**

Diagnose malfunctions, maintain and repair a variety of locks and related hardware.

Use a variety of hand and power tools common to the trade.

Operate oxy-acetylene welding equipment.

Coordinate work with contractors.

Read sketches, specifications and blueprints.

Set up and machining of parts on vertical mill and metal lathe.

Recognize and correct safety hazards.

Develop, read and understand multi-level master key systems.

Operate a District van or vehicle observing legal and defensive driving practices.

Keep detailed records.

Operate a two-way radio.

Establish and maintain effective working relationships with others.

### **Training:**

Equivalent to graduation from high school.

**Experience:**

Two years of recent full-time experience as a journey-level locksmith

**OR**

Four years of recent full-time experience in repairing, maintaining and replacing locks, keys and related equipment.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.

**SPECIAL REQUIREMENTS**

Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

**WORKING ENVIRONMENT**

Outdoors, subject to adverse seasonal weather conditions; indoors in repair shop with machinery, tools and supplies; work indoors in schools and offices; travel to and from District sites; subject to emergency call out.

**PHYSICAL DEMANDS**

Pulling, pushing and lifting and carrying objects weighing up to 60 pounds; walking and standing for extended periods; bending at the waist; stooping and kneeling; climb ladders and stairs; stretching and reaching overhead; dexterity of fingers and hands to operate hand and power tools and equipment and lock parts and materials; seeing to observe and perform repairs and distinguish the colors of wires.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/1984

Revised: 3/2/2000

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