



Office of Human Resources
Locksmith - CJ2551
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General Statement of Duties

Installs, repairs, and maintains all types of locks and security systems which include modifying and opening of locks.

Distinguishing Characteristics

This class installs, repairs, and maintains all types of locks and security systems. This class is distinguished from the Facility Maintenance Technician class that performs full performance journey level work in one skilled trades area and performs standard level work in a variety of semi-skilled trades areas for the purposes of construction, maintenance, and repair of City facilities and/or equipment. The Locksmith is also distinguished from the Maintenance Technician that performs standard performance, semi-skilled trades work in a variety of trades areas for the construction, maintenance, and repair of City facilities and equipment.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Plans, installs, repairs, and maintains all types of locks including electrical exit, remote control devices, door locks, padlocks, elevator locks, emergency exit doors, and security lock systems at various levels of security.

Recodes locks which involve changing pins and tumblers to avoid a breach of security.

Maintains detailed records of coding locks and logging all work done on each lock.

Maintains inventory and orders necessary parts, replacement locks, pin keys, and key blanks.

Formulates new lock systems for new and expanding departments.

Disassembles faulty locks using hand tools, replaces defective or worn parts, cleans and lubricates parts, reassembles, and tests locking devices.

By position, assists in the maintenance and repair work in a variety of skilled trades work.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

Self Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience setting up, installing, and maintaining large key systems.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Potential exposure to humid conditions with high moisture content to cause bodily reactions.

Noise: sufficient noise to cause distraction or possible hearing loss.

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to hazards from electrical/mechanical/power equipment.

Handles emergency or crisis situations.

Subject to burns and cuts.

Subject to hazards of flammable or explosive gases.

Subject to injury from moving parts of equipment.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is moving away from the person.

Pulling: exerting force upon an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands and feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: Bending the body by bending the spine at the waist.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with the hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sound by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Field of Vision: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Crouching: bending body downward and forward by bending legs.

Repetitive motions: making frequent movements with a part of the body.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-616

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: