

MAINTENANCE LOCKSMITH

DEFINITION

Under general supervision, to perform skilled work in the installation, repair, and maintenance of lock and closing devices on doors, cabinets, and various closures; to assist in the establishment and maintenance of a master record system of keys and locks; and to assist in semiskilled and skilled duties in other maintenance trade areas.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Installs, repairs, and adjusts locking hardware; removes broken keys, foreign objects, and obstructions and opens locks.
2. Diagnoses and repairs lock malfunctions; changes lock combinations and maintains a record of combination changes.
3. Installs new locks and cuts duplicate keys; makes new or duplicate keys searching computer records to determine specifications.
4. Disassembles, repairs, and re-keys doors, safe locks, and various other locking devices; repairs and replaces tumblers, springs, and other lock parts; files tumblers and inserts into locks; welds and brazes worn parts.
5. Maintains the security of the master record system of locks and keys.
6. Repairs and replaces door jambs and door closures.
7. Repairs panic bars and other exit hardware, and door opening and closing apparatus.
8. Drills out door stops and cements replacement into position.
9. Hangs and repairs doors, resizing and reconfiguring as necessary.
10. Assists in setting up keying schedules for new and old facilities; maintains records of keying schedules, key changes, and key issuance.
11. Assists administration in setting up and maintaining a key control system.
12. Evaluates and recommends locks and security paths on new construction; inspects new construction for conformity to District standards; advises and recommends security standards.
13. Maintains tools and equipment in good condition.
14. Plans and organizes assignments effectively; estimates labor and material costs.
15. Orders and maintains an inventory of keys and repair parts; maintains records of work performed and materials used.
16. Drives a District vehicle to and from work sites.
17. Loads and unloads truck, transports, lifts, and carries tools, equipment and supplies.
18. May provide direction to maintenance assistants.
19. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools, and equipment used in locksmithing; lock, security and master keying systems; building and safety codes and regulations; safe working methods and procedures.

Ability to:

Skillfully use and maintain locksmith tools and equipment; install and repair locks and make keys; analyze lock and hardware requirements and develop effective systems; accurately estimate labor and material costs; work from blueprints, shop drawings, sketches, and schematics; weld, braze and solder;

perform heavy manual labor; maintain records; communicate effectively; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance; three years of experience in locksmithing. Three years experience as a CUSD Maintenance Worker will be considered qualifying for Maintenance Locksmith Trainee.

License/Certificate Requirement:

Possession of a valid California Driver's License.

Possession of a California Locksmith License is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor setting, with travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy loads; walk long distances; bend, stoop, squat, and reach; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.