

ASSISTANT HARDWARE SUPERVISOR

DEFINITION

Supervises and participates in the planning and scheduling of locksmiths= activities in a geographic area.

TYPICAL DUTIES

Supervises the installation, repair, and replacement of locks and related hardware in schools and offices.

Supervises and participates in the surveying of sites, the discussions of requested work with school and maintenance personnel, and the determination of corrective steps for situations brought to the District's attention by fire departments and other government agencies.

Interprets applicable building, life-safety, handicap, fire, and State codes for Locksmiths and other District personnel.

Estimates material and labor costs for required work.

Prepares lock and lock-hardware job orders and material requisitions for stock and nonstock items.

Prepares finish hardware specifications for projects designed by District employees.

Designs multiple-level master key systems.

Designs and develops security systems to prevent break-ins and pilferage.

Plans and prepares the keying for new and existing schools and all building additions.

Reviews, corrects, and approves finish hardware lists submitted for compliance with District standards.

Determines if requests from administrators and employees for keys are in accordance with District policy.

Confers with the Hardware Supervisor on job priorities and schedules work for the Lock Shop.

Receives telephone requests for repairs and routes Locksmiths.

Reviews time slips for completeness and correctness.

Picks up nonstock items at vendor locations.

Acts for the Hardware Supervisor during absences.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Hardware Supervisor is responsible for locksmith activities which include supervising, planning, scheduling, and participating in locksmith work in a geographic area.

The Hardware Supervisor plans, assigns, and is responsible for locksmith activities throughout the District.

A Senior Locksmith assists in planning, scheduling, and providing work direction, and participates in locksmith projects in schools and offices.

SUPERVISION

General supervision is received from an Assistant Director, Central Facilities Services, or the Hardware Supervisor. Supervision is exercised over Locksmiths, Senior Locksmiths, and Maintenance Workers.

CLASS QUALIFICATIONS

Knowledge of:

Construction and characteristics of locks and lock hardware
Quality, function, and characteristics of various types of finish and electronic hardware, including locks and locking devices used in school buildings
Tools and standard practices and processes of the locksmith trade
Commercial sources and current costs of materials used in the locksmith trade
Los Angeles City and County Fire Department regulations concerning building exits

Ability to:

Use the tools of the locksmith trade, including carpentry tools required for lock and panic bar installation
Operate the power machinery used in the locksmith trade
Estimate accurately labor and material costs for lock maintenance jobs
Supervise effectively
Work effectively with District personnel

Special Physical Requirements:

Auditory acuity to diagnose lock malfunction by sound
Visual acuity as required to inspect lock work
Ability to climb ladders up to 20 feet
Strength to lift and carry objects weighing up to 60 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in supervision, organization, management, or communications.

Experience:

Three years of experience as a District Locksmith, or equivalent institutional/commercial experience, or higher-level related experience. Experience as a Senior Locksmith or Hardware Specification Writer is desirable.

Special:

A Maintenance Planner Training Program Certificate is required by completion of the probationary period.
A valid California Driver License.
Use of an automobile.

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