

SENIOR LOCKSMITH

DEFINITION

Plans and estimates locksmith work and assists the Hardware Supervisor or an Assistant Hardware Supervisor in scheduling and supervising locksmith activities.

TYPICAL DUTIES

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

Surveys sites, discusses requested work with school and maintenance personnel, and determines corrective steps for situations brought to the District's attention by fire departments and other government agencies.

Estimates material and labor costs for required work.

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

Designs multiple-level master key systems.

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

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

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

Receives telephone requests for repairs and routes Locksmiths.

Installs, adjusts, maintains, repairs, and replaces door locks, padlocks, cabinet locks, utility locks, combination locks, mortise locks, and related hardware, such as electronic access control systems, panic bars, door checks, catches, fasteners, and door closers.

Repairs safes and safe locking systems.

Operates a key cutting machine, power drill, lathe, power saw, grinders, welding equipment, and other power tools.

Reviews time slips for completeness and correctness.

Picks up nonstock items at vendor locations.

May act for the Hardware Supervisor or an Assistant Hardware Supervisor during absences.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

A Locksmith installs, adjusts, maintains, repairs, and replaces locks, lock hardware, and security systems in schools and offices.

SUPERVISION

General supervision is received from the Hardware Supervisor or an Assistant Hardware Supervisor. Work direction is exercised over Locksmiths and Maintenance Workers.

CLASS QUALIFICATIONS

Knowledge of:

- Construction and characteristics of locks and lock hardware
- Tools and standard practices and processes of the locksmith trade
- Electronic access control systems and associated software and hardware
- Commercial sources and current costs of materials used in the locksmith trade
- Los Angeles City and County, State, and federal fire regulations concerning building code requirements, especially as related to door openings

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
- Fabricate lock parts
- Troubleshoot and repair electronic and mechanical lock malfunctions
- Provide work direction effectively
- Work effectively with District personnel

Special Physical Requirements:

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

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Two years of experience as a District Locksmith, or equivalent commercial/institutional experience, or higher-level related experience.

Special:

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

SPECIAL NOTE:

Prior to appointment, all successful candidates will be required to pass an asbestos medical examination in compliance with the General Industry Safety Orders of the California Code of Regulations.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
03-20-17
JPK²