

## LOCKSMITH

### DEFINITION

Installs, adjusts, maintains, repairs, and replaces locks, security systems, and related hardware, such as mortise locks, door closers, and panic exit devices; changes lock combinations; and makes keys.

### TYPICAL DUTIES

Installs locks and related hardware, including electronic access control systems, panic exit devices, and performs the carpentry necessary for installation.  
Adjusts, maintains, repairs, and replaces door locks, padlocks, cabinet locks, utility locks, combination locks, and related hardware, such as panic exit devices, mortise locks, catches, fasteners, and door closers.  
Designs multi-level master key systems.  
Redesigns lock cylinders to use as many as five different keys.  
Operates a key-cutting machine, power drill, power saw, grinders, welding equipment, and other power tools.  
Changes locker combinations and enters numbers of lockers and combinations in an official register.  
Changes lock combinations by using code systems and code machine.  
Repairs safes and safe-locking systems.  
Devises systems to prevent break-ins and theft.  
Opens or removes locks that cannot be opened by ordinary means.  
Prepares requisitions and reports as required.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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 the Hardware Supervisor or an Assistant Hardware Supervisor. Work direction is received from a Senior Locksmith. No supervision is exercised.

### CLASS QUALIFICATIONS

#### Knowledge of:

Construction and repair of various types of locks  
A wide variety of tools and standard practices and processes of the locksmith trade  
Codes and safety regulations pertaining to exits and locks in case of fire and for the protection of disabled persons  
Electronic access control systems and associated software and hardware

Ability to:

- Use the tools of the locksmith trade, including the carpentry tools required for lock and panic exit device installation
- Diagnose repair needs by sound and feel of the movement of internal parts
- Operate power machinery of the locksmith trade
- Fabricate lock parts
- Troubleshoot and repair electronic and mechanical lock malfunctions
- Work effectively with school 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
- Ability to climb ladders up to 20 feet

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Four years of experience as a locksmith.

Special:

- 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.

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