

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### LOCKSMITH

---

#### **DEFINITION:**

Under the direction of the Supervisor-Maintenance and Operations, perform skilled locksmith work in the installation, maintenance, repair and alteration of locks, locking systems and security devices, computerized access control systems, door openers, closers and hardware; maintain District master record system of keys and locks.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks on doors and cabinets; maintain organizational master key systems as required; re-key plugs and locks as needed.
- Troubleshoot, repair and rebuild various types of locks, including electronic locks and card readers; replace various lock components as appropriate; install and adjust closures and other parts; change lock combinations; program key cards; maintain and install door closers as assigned.
- Program and issue electronic key cards, proximity cards and fobs; provide alarm cards to authorized personnel in accordance with established policies and procedures.
- Design and maintain computerized District records of key systems, locks and hardware utilizing software; fabricate new or duplicate keys utilizing various key-cutting machines; maintain security of duplicating keys; maintain and update master key systems and access control systems.
- Utilize key-cutting machines to make or duplicate new keys as required; code keys and maintain related records.
- Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; adjust hinges and other door components as necessary.
- Maintain alarm systems and related hardware as assigned by the position; store contact information and batteries; provide alarm cards to authorized personnel in accordance with established policies and procedures.
- Service and maintain a variety of safes, including dial and electronic safes; maintain related records.
- Provide, repair, adjust and maintain commercial lockable hardware including padlocks and electronic door strikes to assure security of District assets.
- Operate a variety of equipment including a key code machine, pin kits, key gauges and a variety of hand and power tools; drive a vehicle to conduct work.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.
- Inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations; inspect related work performed by contractors.
- Plan, organize and lay out assigned tasks; interpret diagrams, sketches and specifications; work from verbal and written instructions and work orders.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Maintain various records related to master keys, combinations, work orders and assigned activities.
- Maintain shop and work areas in a safe, clean and orderly condition.
- Respond to emergency lock opening and key needs as required.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the locksmith trade and four years journey-level experience in the installation, maintenance and repair of locks.

### **Licenses and other Requirements**

- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

### **Knowledge of:**

- Methods, procedures, equipment and materials used in the installation, maintenance, repair and adjustment of locks and related components, including access and control systems.
- Building codes related to the locksmith trade, including those pertaining to fire exit hardware, door hardware and ADA regulations.
- Electrical locking and security systems and devices.
- Operation and maintenance of tools and equipment used in the locksmith trade.
- Proper methods of storing equipment, materials and supplies.
- Master key systems and key coding techniques.
- Technical aspects of the locksmith trade.
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Record-keeping techniques.

### **Ability to:**

- Operate and maintain specialized machinery, equipment and tools utilized in the repair, installation and maintenance of locks and related components, including computerized locks.
- Identify causes of lock failures and make repairs.
- Make and duplicate keys as needed.
- Replace defective parts and components as necessary.
- Code keys and maintain master key system.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain various records related to work performed.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Indoor and outdoor environment.
- Regular exposure to fumes, dust, dirt, oil/grease.
- Driving a vehicle to conduct work.

**Physical Demands:** The physical demands described here 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 functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform locksmith functions.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.

Hazards:

- Working around and with machinery having moving parts.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Unit Approved: 8/13/02**

**Board Approved: 9/9/02**

**FLSA Status: Non Exempt**