

LOCKSMITH SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ.</u>	<u>Work</u>	<u>Prob.</u>	<u>Effective</u>
		<u>Area</u>	<u>Area</u>	<u>Period</u>	<u>Date</u>
2278	Locksmith	14	023	6 mo.	08/27/79
2279(1906)	Locksmith Sub-Foreman	14	023	6 mo.	08/27/79
1733	Locksmith Foreman	14	023	6 mo.	08/27/79

Promotional Line: 194

Series Narrative

Employees in this series perform work involved in the repair and maintenance of locks and related hardware, the repair and maintenance of door closers, the making and duplication of keys, the opening of doors and safes when keys or combinations are unknown, and related administrative matters, such as maintaining the key record for the campus, consulting with departments on security and keying systems, and supervising a locksmith operation.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Locksmith

2278

Under general or direct supervision from a Locksmith Sub-Foreman or other designated supervisor, performs tasks in the repair and maintenance of locks and related hardware.

A Locksmith typically –

1. repairs and maintains locks and related hardware (such as making and installing new parts, changing lock combinations, making new or duplicate keys from patterns or codes)
2. repairs, replaces, and maintains door closers
3. opens locks which have no known combinations or no keys
4. identifies keys, maintains key records, and maintains security
5. performs other related duties as assigned

Level II: Locksmith Sub-Foreman

2279(1906)

Under general supervision from a Locksmith Foreman or other designated supervisor, performs more complex maintenance and repair of locks and related hardware, and assists in training and supervising other employees.

A Locksmith Sub-Foreman typically –

1. repairs and maintains complex lock mechanisms and related hardware (such as changing safe combinations, repairing door pushbutton combinations, opening safes with unknown combinations, using acetylene welder to heat treat metals during repair)
2. analyzes, diagnoses, and solves problems involving new or unfamiliar locks, shop equipment, and door closers
3. substitutes for the Locksmith Foreman or designated supervisor in consulting with department heads and/or project engineers on security and setting up master keying systems (including grandmaster, submaster and individual key operations) on new or existing buildings
4. maintains and adjusts key-cutting machines
5. assists in the supervision and training of lower level employees
6. performs other related duties as assigned

Level III: Locksmith Foreman**1733**

Under the direction of a supervisor, is responsible for the efficient operation of a locksmith shop, including the repair and maintenance of locks and related hardware, inventory control, and security.

A Locksmith Foreman typically –

1. is responsible for the repair and maintenance of locks and related hardware
 - a. supervises and trains lower level locksmiths and trainees
 - b. establishes priorities, schedules work, and monitors work flow for a locksmith shop
 - c. ensures that established standards are met
 - d. requisitions and distributes equipment and supplies
 - e. analyzes maintenance procedures to reduce labor and material costs and ensure safety
2. is responsible for inventory and security of all locks, keys, and related hardware:
 - a. maintains inventory control and other records as necessary, such as job orders, standing orders, and repair records
 - b. maintains set of master key patterns, codes, and combinations for the campus
3. consults with department heads, architects, and/or project engineers on security and setting up master keying system (including grandmaster, submaster, and individual key operations) on new or existing buildings
4. performs repair and maintenance duties as required

5. performs other related duties assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO ALL LEVELS OF SERIES:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. four years of experience in the repair and maintenance of locks, door checks, and related hardware and in the making and duplication of keys, including apprenticeship and/or vocational training

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in repair and maintenance of locks and related hardware at a journeyman level
2. skill in use of shop and hand tools commonly used in lock repair at a journeyman level

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Locksmith **2278**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Locksmith Sub-Foreman **2279(1906)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of experience equivalent to Level I of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability

Level III: Locksmith Foreman **1733**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years experience equivalent to Level II of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. ability to keep and maintain records
- 2. supervisory ability

Locksmith.....	New
Locksmith Sub-Foreman	New
Locksmith Foreman	New