

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

LOCKSMITH

DEFINITION

To perform journey level maintenance duties in the repair and installation of locks on doors, cabinets and lockers; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Designs and installs lock security systems in District facilities. Maintains computerized key control system for the entire school district. Maintains records of all keys issued and records of codes of all locks. Confers with site administrators, contractors, and architects regarding key systems and schedules. Inspects the completed work of contractors for compliance with District specifications. Performs rekeying of lost or stolen keys. Orders needed materials and supplies. Installs new locks and security devices for office equipment. Changes lock combinations. Repairs and replaces door hardware. Opens locks and makes new or duplicate keys. Uses various hand tools such as screwdrivers, cold chisels, and hammers. Disassembles padlocks, door and safe locks. Repairs panic bars and other exit hardware. Makes labor and material cost estimates for requested jobs. Maintains records of work completed. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of methods, material, tools, and equipment used in locksmith work. Knowledge of the variety of locks available and the best use for each type. Knowledge of master key systems. Ability to skill-fully use the tools and equipment necessary in the repair and installation of locks. Ability to read shop drawings and work from plans and specifications. Ability to maintain simple records. Ability to understand and carry out oral and written directions. Ability to work effectively in the absence of supervision. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical

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Locksmith (Continued)

Experience and Training Guidelines (Continued)

way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible locksmithing experience.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance supplemented by specialized training in locksmithing.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: