

ORANGE UNIFIED SCHOOL DISTRICT

LOCKSMITH

DEFINITION

Under general direction, performs installations and repairs on a wide variety of locks and door hardware; prepares new keys; maintains stock and shop; and performs related duties and responsibilities as required.

Representative Duties

Repairs and installs locks to doors, lockers, cabinets and building repairs, installs and maintains door hardware and closures; prepares duplicate keys; maintains log, lock records; maintains duplicate keys, key blanks, hardware and other stock; changes combinations on lockers; maintains lockers; recommends locks, lockers and hardware in relation to best use, efficiency, standardization and security; maintains records of all master keyed locks; changes combinations and master key locks; keeps file of duplicate keys; orders stock and equipment; recommends replacement if repairs are not economical; maintains inventory of spare parts and supplies; instructs others in the use, maintenance and repair of all related equipment.

Organizational Responsibilities

Positions in this class report to the Maintenance Manager or to a Senior position and are responsible for assignments requiring journeyman level locksmith skills.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience – Equivalent to:

Two years of journeyman level experience in the locksmith trade. Completion of an approved technical school, or trade school courses in locks may be substituted for one year of required experience.

Knowledge and Abilities

Thorough knowledge of: Methods, tools and equipment used in locksmith work; lock types and best use; door hardware and repairs; lock nomenclature and standard building terms; hardware schedules on working drawings; safe working methods and procedures.

Ability to: Repair, install and service locks, closures and related hardware; understand and follow written and oral instructions; maintain written records.

Licenses

A valid California Motor Vehicle Operator's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Lifting, pushing and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

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Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;

Positions in this class require the mobility to stand, stoop, reach and bend.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

Board Approved: August, 1986