



Locksmith Apprentice

Class Code: 6641

Date Established: 07-01-89

Date Revised: 05-01-05

OVERVIEW:

Under immediate supervision, in a trainee capacity, the Locksmith Apprentice performs a variety of progressively more complex duties related to the locksmith trade such as installing, repairing, remodeling and maintaining manual and automated locks and locking systems.

DISTINGUISHING CHARACTERISTICS:

The apprentice classification is distinguished from the Locksmith I by the trainee nature of the work, which is performed under the immediate supervision of a journey-level or higher Locksmith. Incumbents follow a formal training plan with established objectives and are not solely responsible or accountable for the completion of journey-level tasks on a continuing basis.

The apprentice classification is designed for the employment of minimally qualified individuals with little or no skilled work experience, who are at least 18 years of age, and who demonstrate an aptitude and desire to learn the locksmith trade. This classification will be used in conjunction with a formal training program of on-the-job training and supplemental education which outlines the training objectives and provides a method for the evaluation of performance while working to achieve those objectives. As this is a training classification, and not intended for the employment of journey-level locksmiths, incumbents are generally not appointed to this classification for more than two years. Upon certification of journey-level capability, incumbents will become eligible for appointment or transition to the Locksmith I classification; however, placement into the Locksmith I classification is not guaranteed.

TYPICAL ACTIVITIES:

Incumbents in this apprentice classification are instructed in and learn to install, repair, remodel and maintain manual and automated locks, locking systems and security devices, including mechanical and electrical systems and devices, low voltage computerized access control systems, and door opener, closers and hardware; learn to install, maintain, repair and adjust all types of locks and their components for campus buildings, rooms, furniture and vehicles; cut and issue keys and may program and issue key cards; implement, troubleshoot, repair and program computerized access control systems to meet campus facilities access and security needs; upgrade, troubleshoot and maintain security systems, including those interfacing with locking and other building systems; maintain and repair automatic door openers, door closing units, and control gates; service and maintain safes; estimate cost, time and materials for locksmith projects; participate in the maintenance and operations of a locksmith shop; purchase, store and maintain lock systems, hardware and materials; maintain and service tools and equipment used in the performance of duties; inspect completed work for conformance with specifications and requirements and compliance with applicable regulations, including work performed by contractors; perform all work in accordance with established safety procedures and maintain a safe and clean work environment; maintain records and retrieve data related to work performed, as well as records of progression through work processes listed in training guidelines; prepare standard reports; and consult and work with other trades workers.

TYPICAL QUALIFICATIONS:

Knowledge and Abilities:

Entry to this apprentice classification requires the possession of a high school diploma, California GED, or equivalent combination of education and experience including one year of high school algebra with a grade of "C" or better, or equivalent.

Incumbents must be able to follow oral and written instructions; read, write and perform such tasks at a level appropriate for the duties; establish and maintain cooperative working relationships. Incumbents also must be able to learn the methods, materials, tools and equipment used in the locksmith trade which includes a variety of access and control systems; all types of locks, fastening devices and related hardware; electrical locking and security systems and devices; and applicable state codes pertaining to the locksmith trade including specifics related to fire exits, door hardware and fastening devices. Incumbents must be able to work in a trainee capacity, demonstrating continued progress and improvement in the installation, repair, remodeling and maintenance of manual and automated locks and locking systems; identifying and using the tools and materials of the trade; developing work habits, knowledge and abilities pertinent to the trade; and meet all the criteria as defined in the CSU and SETC Apprenticeship Standards Addendum.