

Classification and Qualification STANDARDS

Locksmith Series

Classification Title	Class Code	Date Established	Date Revised
Locksmith	6642	03-01-1972	06-01-2010
Lead Locksmith	6643	03-01-1972	06-01-2010
Supervising Locksmith	6644	06-01-2010	

OVERVIEW:

Locksmiths as defined in this series are journey-level skilled trades workers responsible for the full range of skilled locksmith work including the installation, repair, remodel and maintenance of manual and automated locks, locking systems and security devices; low voltage computerized access control systems; and door openers, closers and hardware. Incumbents install, maintain, repair and adjust all types of locks and their components for campus buildings, rooms, furniture and vehicles; cut and issue keys; may program and issue key cards; implement, troubleshoot, repair and program computerized access control systems; 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; purchase, store and maintain lock systems, hardware and materials; inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations; inspect related work performed by contractors; estimate cost, time and materials for locksmith projects; participate in the maintenance and operations of a locksmith shop; clean, maintain and service tools and equipment used in the performance of duties; perform all work in accordance with established safety procedures; maintain a safe and clean work environment; maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems; prepare standard reports; and consult and work with other trades workers. Incumbents typically hold a license or applicable certification. Work may involve exposure to hazardous materials.

Three progressive classifications are defined within this series, each performing the full range of skilled locksmith work; however, the second and third levels have lead and supervisory responsibilities respectively, as well as master key system design responsibility. Examples of typical activities are not meant to be all inclusive or restrictive; incumbents may perform related work activities.

LOCKSMITH

Under general supervision, incumbents in this classification perform the full range of skilled journey-level locksmith work as outlined in the series overview. Incumbents in this classification assist in the development of master key systems and the design of special security devices and are independently responsible for the implementation and maintenance of these programs. Incumbents in this classification also may provide instruction and lead direction to unskilled and semi-skilled assistants.

TYPICAL QUALIFICATIONS:

Knowledge:

Work requires thorough knowledge of the methods, materials, tools and equipment used in the locksmith trade, including complex access and control systems; a thorough knowledge of all types of locks, fastening devices and related hardware; working knowledge of electrical locking and security systems and devices; and a thorough knowledge of applicable state codes pertaining to the locksmith trade including those related to fire exits, door hardware and fastening devices.

Abilities:

Must be able to perform journey-level locksmith work; use features of applicable access control systems; read, interpret and work from shop blueprints, plans, drawings and specifications; maintain computerized inventory and master locking systems records; prepare standard reports; provide instruction to unskilled and semi-skilled assistants; read and write at a level appropriate to the position; and perform arithmetic calculations as required by the position. Incumbents may be required to possess a California Driver's License valid for the operation of any vehicle or equipment they are required to maintain and operate.

Experience:

These abilities normally would be acquired through any combination of progressively responsible training and experience which demonstrates achievement of journey-level skills equivalent to that acquired through completion of a locksmith's apprenticeship program.

Special Requirements:

Incumbents typically hold a license or certification as a locksmith and are required to successfully complete a background check.

LEAD LOCKSMITH

In addition to performing skilled locksmith work, the Lead Locksmith works under general supervision and is responsible for providing lead work direction to a small group or crew of skilled Locksmiths, other skilled crafts workers and their assistants as well as the planning, design and oversight of the implementation and maintenance of a campus-wide master lock and key program. Incumbents typically provide lead work direction to and work with a small group or crew performing locksmith or related work; plan, schedule and assign work; determine material, equipment and staffing needs for projects; monitor work in progress; inspect work to ensure it meets quality requirements and specifications; provide input on performance evaluations; may oversee a locksmith shop; serve as the campus expert on all matters pertaining to locks, locking systems and fastening devices; and consult with campus administrators on the types of systems and devices most appropriate for new facilities and major replacements, as well as on the development of a key and access control policy; maintain computerized maintenance management system, as well as manual systems, which track labor, materials and purchasing; and prepare reports.

TYPICAL QUALIFICATIONS:**Knowledge:**

In addition to the knowledge required of the Locksmith, the Lead Locksmith must possess a comprehensive knowledge of master key systems and a working knowledge of effective supervisory practices and techniques.

Abilities:

In addition to the abilities required of the Locksmith, the Lead Locksmith must be able to develop and implement a master key system; lead, instruct and coordinate the work of a small group or crew of skilled and semi-skilled assistants; determine staffing, material and equipment needs; estimate costs for new locking systems or for replacement systems; analyze and respond appropriately to emergency situations; and maintain more complex manual and/or computerized record-keeping systems.

Experience:

In addition to the experience required of the Locksmith, the abilities of a Lead Locksmith normally would be acquired through two or more years of experience as a journey-level locksmith that included lead work coordination responsibilities and training in master key systems.

SUPERVISING LOCKSMITH

Under general supervision, the Supervising Locksmith is primarily responsible for supervising and working with one or more crews of skilled journey-level Locksmiths and their semi-skilled and unskilled assistants in the performance of the full range of locksmith work. The Supervising Locksmith is distinguished from the Lead Locksmith by the scope of supervisory and project planning and coordination duties and the greater amount of time devoted to these activities.

Incumbents typically oversee a locksmith shop, key shop and campus master key system; prioritize and coordinate the work of multiple crews and/or projects; assign work to individual crew members, considering the special skills required and possessed; provide work and safety instructions; provide on-the-job training and instructions to less skilled workers in trade and safety practices; provide written input to performance evaluations; prepare and issue written or oral work directives; monitor work in progress; inspect completed work to ensure it is in compliance with specifications, special instructions and sound trade practices; develop and maintain computerized maintenance management system , as well as manual systems, which track labor, materials and purchasing; and prepare reports.

Supervising Locksmiths also are more involved in new construction, remodels and building upgrades which involves: collaborating with engineering and design departments and providing advice and technical expertise on new locking and door security systems; interpreting complicated plans, drawings, and contract specifications; coordinating work of schedules and work assignments to meet the overall construction/modification objectives; accurate and detailed planning of work sequencing; ensuring the availability of required materials and equipment; analyzing operations; preparing cost and time estimates; and providing a high level of inspection to ensure appropriate building and safety codes are met.

TYPICAL QUALIFICATIONS:

Knowledge:

In addition to the knowledge required of the Lead Locksmith, the Supervising Locksmith must possess a comprehensive knowledge of master key systems; a thorough knowledge of electronic locking and security systems; a thorough knowledge of key management software systems; a thorough knowledge of effective supervisory practices and techniques; and a working knowledge of job design and work sequencing related to construction, remodel, and upgrade projects.

Abilities:

In addition to the abilities required of the Lead Locksmith, the Supervising Locksmith must be able to plan and direct the work of skilled crafts workers and their semi-skilled assistants; determine and coordinate staffing, materials and equipment needs for multiple jobs and projects; ensure accuracy and maintenance of assigned record-keeping systems; and perform design work related to new and upgraded locking and security systems.

Experience:

In addition to the experience required of the Lead Locksmith, the abilities of a Supervising Locksmith normally would be acquired through three or more years of experience as a journey-level locksmith that included one to two years in a lead or supervisory capacity and thorough training in master key systems and electronic locking and security systems.