

DESERT COMMUNITY COLLEGE DISTRICT

LOCKSMITH

BASIC FUNCTION

Under the direction of the Director-Maintenance and Operations, install, maintain and repair locks, doors and cabinets; prepare and maintain accurate key control and inventory records.

REPRESENTATIVE DUTIES

Perform skilled locksmith duties; inspect, maintain, adjust, repair and install a wide variety of locks, keys, restricted keyways, panic hardware, lockers, door closures, emergency openings and related hardware. **E** Cut new keys by impression; duplicate keys utilizing a key cutting machine as necessary; mark keys as required; operate keying code machines; interpret code manuals and maintain master keying systems; issue keys to District personnel according to established policies. **E**

Respond to emergency key needs as necessary; open locks when keys cannot be located; remove broken keys; disassemble locks to determine source of problem using various hand tools. **E**

Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; repair, replace and reassemble parts as necessary; assure the security and safety of District equipment and facilities through inspection and proper maintenance of door locks and closures. **E**

Operate a variety of tools and equipment including pin kits, key machines, drill motor and others associated with work performed; operate computer to input and receive data; maintain tools, equipment and work areas in a clean and safe condition. **E**

Cut, fit and hang doors and windows; repair and replace door jams; install and adjust latches and bars, overhead closures and floor closures and various types of exit, panic and commercial hardware. **E**

Maintain time, labor and material cost records; prepare requisitions and order parts and materials; stock, organize and maintain supplies and inventory. **E**

Design, layout and build campus directional and information signs; assist in other maintenance areas as necessary.

Respond to emergency calls involving fire or general maintenance work.

Provide work direction to others as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials, hardware, tools and equipment used in locksmith work and general and specialized maintenance activities; variety of locks available and best use of each type; methods and techniques of inspecting, replacing, maintaining, adjusting and repairing a wide variety of locks, keys, panic fixtures and closures; methods and techniques of impressing keys; master and grandmaster keying practices; methods and techniques of re-keying and picking locks; record-keeping techniques and inventory methods and practices; applicable building codes, ordinances, fire regulations, safety precautions and procedures; ADA requirements relating to locks and closures; oral and written communication skills.

Ability to: Perform skilled maintenance work in the installation, repair, adjustment and maintenance of a variety of locks and security devices; dismantle and repair lock systems and operate tools; operate equipment associated with the locksmith trade; make keys, use and maintain hand tools, locksmithing tools and equipment; plan and organize work; establish keying schedules; perform skilled and semi-skilled duties in other maintenance trade areas as assigned including carpentry; work independently with little direction;

maintain work area in a safe, clean and organized condition; work from blueprints, drawings, sketches or verbal instructions; perform shop math; maintain time, labor and material cost records; assure on the job compliance with shop and occupational safety practices including the OSHA Hazard Communication Standard and EPA requirements; operate or learn to operate word processing and computer terminals and appropriate record-keeping software programs; bend at the waist, kneel or crouch; sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and three years journey-level maintenance experience performing skilled locksmithing work.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment. Driving a vehicle to conduct work. Subject to emergency call-out.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions