

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Locksmith

Department: Police

Location: District-wide

Date: 3/11/2020

POSITION PURPOSE

Under general supervision, the Locksmith performs skilled work in the installation, repair and maintenance of the District locking systems on a variety of mechanical, electronic and computer based devices including locks, keys, related parts and hardware; and maintains security of District keys. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

KEY DUTIES AND RESPONSIBILITIES:

1. Install, repair, troubleshoot, and maintain District locking systems to support a controlled access system of District buildings through a variety of mechanical and electronic devices including locks, keys, and related parts and hardware; maintain doors and hardware in a safe operational condition.
2. Repair, replace, install, and adjust door locks, cabinet and window locks and hardware, padlocks and other locking devices; repair and maintain electronically controlled doors.
3. Repair and adjust various types of door closers and holders; repair panic bars and other exit hardware; repair door closing and holding parts.
4. Disassemble locks such as padlocks, safe locks, and door locks, and repair worn tumblers, springs, and other parts.
5. Fabricate parts for door hardware by welding, soldering, bending, drilling, lapping, and filling.
6. Maintain master and duplicate key files and records; prepare keys by duplication or from key code; issue and receive keys; re-key and repair various types of locks; cut keys; maintain keying records.
7. Program electronic key cards with designated access level and building access control.
8. Input and retrieve keying information using a networked computer key system.
9. Rebuild, clean, and lubricate various types of locks; travel between campuses and district offices; respond to emergency situations as required.
10. Assist Carpenter with installation and maintenance of doors, kick plates, and thresholds; assist Electrician with wiring for electric locks.
11. Estimate cost of jobs; order and procure supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently.
12. Maintain storage and inventory of supplies and equipment in a safe operating condition.
13. Confer with appropriate administrator regarding cost effective use of materials and supplies.
14. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Modern methods, materials, tools, and equipment used in locksmith work including electronic door systems.
2. Key code systems used to generate Master keys.
3. Hardware specifications and reference codes used in design and construction of locks and related hardware.
4. Occupational hazards and standard safety practices.
5. Applicable safety codes, ordinances and regulations.
6. Basic electronic theory.
7. Interpersonal skills using tact, patience and courtesy.
8. Principles and practices of record keeping.

Ability to:

1. Perform skilled work involving the installation, repair and replacement of locks and related hardware.
2. Operate and maintain hand tools and specialized locksmith tools, materials and equipment.
3. Maintain computerized and manual records.
4. Maintain tools and equipment in safe, clean and proper working condition.
5. Cut keys and re-key locks.
6. Read blueprints and schematic diagrams.
7. Plan and organize work to meet changing deadlines and priorities.
8. Program electronic locks and locking devices.
9. Adapt to changing technologies and learn functionality of new equipment and systems.
10. Work independently with little direction.
11. Understand and follow oral and written instructions.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education:

1. Educational equivalent to the completion of the 12th grade.
2. Two years of increasing responsibility in the locksmith profession.

3. Must be able to pass background check for police department personnel.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.
5. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Licenses and Certificates:

1. A locksmith license issued by the California Bureau of Security and Investigative Services (BSIS).
2. A valid California motor vehicles driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Include travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 50 lbs.

Board Approved: 8/14/07; 07/14/15, 10/08/19; 3/10/2020
Salary Schedule: 100 (dept. change; qualification change)
EEO Category: 2B5 – Skilled Crafts