



MAINTENANCE TECHNICIAN V-LOCKSMITH

DEFINITION:

Under the supervision of the assigned supervisor, performs skilled and semi-skilled journey-level locksmith work on assigned District facilities and equipment; installs and repairs various types of locks and related hardware including keying.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Technician V has a higher degree of journey level skills than entry level positions in the series and incumbents have five years of journey-level experience. The Maintenance Technician III-classification is an entry-level position in the Maintenance Technician series. Incumbents work independently and perform a variety of duties. Incumbents have at least two years general maintenance experience. The Maintenance Technician IV is an intermediate journey-level classification in the Maintenance Technician series. Incumbents have completed an approved apprenticeship program in a specific trade. Incumbents are expected to have four years of journey-level experience. The Maintenance Technician VI classification serves as the senior technician who can oversee special projects. Incumbents may serve as the backup Foreman and typically have six years of journey-level experience in a specific trade and/or have completed an approved apprenticeship program in a specific trade.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs skilled journey-level locksmith work on assigned District facilities and equipment; installs, repairs and maintains various types of door and lock hardware.
- Assists in setting up keying schedules for new and old facilities.
- Prepares and maintains records and reports related to assigned activities including records of keying schedules, key change and key issuance.
- Adjusts and lubricates locks; repairs doors, bolts, fasteners, closers, files and cabinet locks and related hardware as assigned.
- Re-keys individual locks, departments and facilities as directed.
- Assists with making various signs throughout the District related to assigned activities or as required.
- Operates a variety of equipment related to assigned activities including various hand and power tools, a computer and assigned software; maintains equipment in clean and working condition; maintains inventory of materials needed to perform related tasks.
- Assists in scheduling and ensuring quality control of related work performed.
- Provides assistance as required in a variety of maintenance work throughout the District involving heavy manual labor and semi-skilled and skilled tasks as assigned by the position.
- Communicates with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

QUALIFICATIONS GUIDE

Knowledge of:

- Electronic and Master Keying Systems.
- Methods, materials, and equipment used in the locksmith trade and sign making.
- Basic arithmetic, work vocabulary and craft skills.
- Operation of a computer and assigned software.
- Job planning, estimating and scheduling.
- Building codes related to the locksmith trade.
- Operation and maintenance of tools and equipment used in the locksmith trade.
- Proper methods of storing equipment, materials and supplies.
- Master key systems and key coding techniques.
- Technical aspects of the locksmith trade.
- Principles of providing work direction.
- Appropriate safety precautions and procedures.

- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.

Ability to:

- Proficiently use hand and power tools and shop equipment related to two or more of the building trades.
- Estimate time and materials needed on a wide variety of projects.
- Determine priorities and schedule work effectively and efficiently.
- Lift heavy items.
- Keep work records and make reports.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted during work.
- Lead and participate in a variety of skilled activities in the installation, maintenance, repair and alteration of locks on doors and cabinets.
- Develop and implement locksmith projects.
- Train and provide work direction and guidance to assigned personnel.
- Operate and maintain specialized machinery, equipment and tools utilized in the repair, installation and maintenance of locks and related components.
- Make and duplicate keys as needed.
- Replace defective parts and components as necessary.
- Plan and lay out locksmith work.
- Code keys and maintain master key system.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain various records related to work performed.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the locksmith trade and five years experience at the journeyman level within the locksmith trade.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform locksmith functions.
- Reaching overhead, above the shoulders and horizontally.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.

WORK ENVIRONMENT:

Indoor and outdoor work environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards include:

- Working around and with machinery having moving parts.

- Regular exposure to fumes, dust, dirt, oil/grease.
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