



MAINTENANCE TECHNICIAN VI-LOCKSMITH

DEFINITION:

Under the supervision of the assigned supervisor, leads and performs journey-level locksmith work on facilities and equipment and performs tasks involved in installing and repairing all types of locks and door hardware and master keying.

DISTINGUISHING CHARACTERISTICS

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. 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 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.

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

- Leads and participates in a variety of skilled activities in the installation, maintenance, repair and alteration of locks on doors and cabinets; maintains organizational master key systems as required.
- Re-keys plugs and locks as needed; ensures compliance with building and safety laws, codes, regulations and standards applicable to the locksmith trade.
- Develops and implements locksmith installation, maintenance, repair and enhancement projects.
- Trains and provides work direction and guidance to assigned personnel; assigns employee duties and reviews work for accuracy, completeness and compliance with established standards and procedures.
- Assists in setting up keying schedules for new and old facilities.
- Oversees and participates in the troubleshooting, repair and rebuilding of various types of locks; replaces various lock components as appropriate; installs and adjusts closures and other parts; changes lock combinations.
- Performs preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts.
- Assists site managers in setting-up and maintaining a key control system.
- Maintains records of keying schedules, key change, and key issuance.
- Adjusts, lubricates, repairs doors, locks, closer, file and cabinet locks and all related hardware.
- Rekeys individual locks, departments, and facilities as directed.
- Assists users in the maintenance of key system equipment.
- Maintains inventory of materials needed to perform tasks.
- Assists in scheduling and quality control of work performed.
- Operates a variety of equipment including a key code machine, pin kits, key gauges and a variety of hand and power tools; drive a vehicle to conduct work.
- Maintains shop and work areas in a safe, clean and orderly condition.
- Responds to emergency lock opening and key needs as required.
- May assist as required in a variety of maintenance work throughout the District involving heavy manual labor and semi-skilled and skilled tasks.

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, procedures, equipment and materials used in the installation, maintenance, repair and adjustment of locks and related components including Master keying systems.

- 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 training and providing work direction.
- Appropriate safety precautions and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.
- Basic arithmetic.
- Safety procedures and practices relating to the building trades.

Ability to:

- 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.
- Perform accurate measurements, and arithmetic calculations.
- Work independently with little direction.
- Maintain various records related to work performed.
- Estimate time and materials needed on a wide variety of projects.
- Determine priorities and schedule work effectively and efficiently.
- Perform heavy manual labor.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the locksmith trade and six years increasingly responsible journey-level experience in the installation, maintenance and repair of locks or in more than one of the building maintenance of construction trades utilized by the district.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.

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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