

## LOCKSMITH I

### NATURE AND VARIETY OF WORK

This is entry level skilled and manual work in the installation/repair/maintenance of all types of locks, latches, bolts and door closures within County owned and leased buildings. Incumbents perform routine to less complex locksmith tasks and receive assignments in the form of oral or written work orders or service requests.

Upon the satisfactory completion of the probationary period, position incumbents may be promoted to Locksmith II level at the discretion of management.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex locksmith tasks.

Replaces/repairs/cuts new keys for a wide variety of locks located in County owned and leased properties.

Maintains accurate, complete and retrievable records of each lock and key in every County building.

Responds to and resolves frequent maintenance requests from building occupants and County employees regarding broken locks or lost keys.

Recommends and installs appropriate new locks and provides keys for all building renovations of County buildings.

Measures lock dimensions using basic mathematical computations, cuts new keys and installs appropriate lock system.

Prepares written correspondence relating to theft reports for police and insurance purposes.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the methods, practices, tools, equipment and materials used in the locksmith trade.

Knowledge of the occupational hazards and necessary safety precautions and regulations applicable to locksmithing.

Ability to read and interpret blueprints to determine location and necessary strength of each lock required to install a new security system.

Ability to use and maintain the key-cutting machine.

### MINIMUM QUALIFICATIONS

Completion of high school plus experience in the locksmith trade; or any equivalent combination of experience, training or education which provides the required knowledges, skills and abilities.

### CONDITIONS OF EMPLOYMENT

Good physical condition.

Possession of a valid driver's license.

Willingness to respond to emergency service calls on a 24-hour basis.

CREATED: 10/88