

LOCKSMITH III

NATURE AND VARIETY OF WORK

This is lead/supervisory level skilled and manual work in the installation/repair/maintenance of all types of locks, latches, bolt and door closures within County owned and leased buildings. Incumbents assigned to this class perform the most complex locksmith tasks and lead subordinate level trades personnel with latitude for independent judgment. Supervision is afforded this class by an administrative superior. Work performance is evaluated in terms of work production, timeliness and successful completion of assignments.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Leads/supervises subordinate level trades personnel and participates in the installation/repair/maintenance of all types of locks, latches, bolts and door closures within County owned and leased buildings.

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.

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.

May assume the duties and responsibilities of the supervisor in their absence.

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.

Ability to maintain records and prepare routine reports.

Ability to lead/supervise subordinate level personnel in the conduct of their work.

MINIMUM QUALIFICATIONS

Completion of high school or GED equivalent plus two (2) years of responsible experience in the locksmith trade; or an 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