

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the direction of a Maintenance Supervisor, perform a variety of journey-level locksmithing work in the maintenance and repair of District facilities and equipment.

REPRESENTATIVE DUTIES:

Perform a variety of journey-level locksmith work in the maintenance and repair of District facilities and equipment. **E**

Install and maintain a Master Keying System; service a variety of hardware. **E**

Repair, install and maintain locks on cabinets, vehicles, lockers and doors; cut keys and change lock combinations; cut duplicate keys with and without patterns or guides. **E**

Repair panic bars and other exit hardware. **E**

Operate hand tools and special equipment to open key and combination locks; disassemble and repair padlocks and door locks. **E**

Repair and replace tumblers, springs and other lock parts; remove broken keys and foreign objects from locks and lock systems. **E**

Estimate cost of labor and materials for work orders. **E**

Repair all types of safes. **E**

Operate a variety of equipment and machines including key duplicating machine, and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition. **E**

Respond to emergency key needs when keys are lost or locks are broken. **E**

Assure compliance with appropriate safety practices and procedures and with applicable federal, State and local codes, regulations and requirements. **E**

Maintain various records related to keying systems, labor, materials and work orders; maintain inventory of keys and related hardware. **E**

Drives a service vehicle to and from work sites, check oil, fuel, and water levels and tires. **E**

Purchase tools, equipment and materials; operate light trucks to pick up and deliver equipment and supplies. **E**

Confers with teachers, school secretaries, custodial staff and other District personnel to determine problems with keys and locks. **E**

Assist other maintenance personnel as necessary. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Trade tools, equipment, materials, methods and techniques used in skilled locksmithing maintenance and repair.

Appropriate health and safety precautions and procedures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining school buildings in a safe and secure condition.

Federal, State and local building codes and regulations; lock and door opener/closer codes; fire protection codes and safety codes.

ABILITY TO:

Perform a wide variety of skilled journey-level locksmith work in the maintenance and repair of District facilities and equipment.

Effectively and safely operate a variety of assigned tools and equipment.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Estimate labor and materials costs.

Make arithmetic calculations quickly and accurately.

Work independently with little direction.

Exercise good judgment.

Meet schedules and time lines.

Maintain routine records.

Establish and maintain cooperative and effective working relationships with others.

Observe legal and defensive driving practices.

Operate a District vehicle.

Establish and maintain cooperative working relationship.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years full-time experience as a journey-level locksmith.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment. Employees in this classification must be licensed by the State of California, Bureau of Security and Investigation Services. Asbestos Containing Building Materials (ACBM) training.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; subject to emergency call-out, and driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to dismantle and repair lock systems and set new combinations and to operate hand and power tools, bending at the waist, lifting, pushing, bending, moving objects, weighing up to 75 pounds, and standing and walking for extended periods of time.