VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the direction of a Maintenance Supervisor, perform skilled locksmithing work in the installation, repair and maintenance of locks, lockers and door closures.

REPRESENTATIVE DUTIES:

Assure the security and safety of campus and District equipment and facilities through proper maintenance of door locks and closures. 

Install and repair locks; disassemble locks to determine source of problems; lubricate, repair or replace parts as necessary and reassemble.

Adjust door hinges latches and bars, overhead closures and floor closures.

Assist in opening locks when keys cannot be located.

Adjust and replace door jams; repair panic hardware.

Maintain records such as new or changed keying systems and work completed.

Cut new or duplicate keys, using a key cutting machine as needed.

Operate a variety of tools and power equipment including saws, drills, trucks and other maintenance tools and equipment.

Perform occasional welding, soldering and brazing operations incidental to locksmithing.

Estimate cost, labor and materials; order materials according to established guidelines.

Assist in performing other skilled maintenance duties as assigned; assist carpenters in the installation of new doors and hinges.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, shop math, tools and equipment used in locksmith work

Variety of locks available and appropriate applications

Lock parts including different types of locks and lockers

Established March 1998
Record-keeping techniques
Health and safety regulations
Technical aspects of field of specialty

ABILITY TO:

Open locks when no keys are available.
Estimate cost, labor and materials.
Read drawings and work from plans and specifications.
Establish keying schedules and systems.
Understand and follow oral and written directions.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Maintain records and prepare reports.
Train and provide work direction to others.
Perform other skilled maintenance work as assigned.
Use a variety of tools and machines used in the basic trade.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: four years of training or experience which demonstrates journey-level skill in the assigned trade

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment
Driving a vehicle to conduct work

PHYSICAL ABILITIES:

Lifting, carrying, pushing and pulling heavy objects
Dexterity of hands and fingers to operate specialized equipment
Bending at the waist
Walking and standing for extended periods of time
Kneeling or crouching

HAZARDS:

Working around and with cutting tools and machinery having moving parts