CLASSIFIED

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: MAINTENANCE ASSISTANT II / LOCKSMITH

BASIC FUNCTION:

Under the direction of the Supervisor of Maintenance and Operations, perform skilled locksmith work and perform a variety of maintenance work in other trade areas.

REPRESENTATIVE DUTIES:

Install, repair, and maintain locks, lockers, and door closures; disassemble locks to determine source of problems; lubricate, repair, replace, and reassemble parts as necessary. E

Adjust door hinges latches and bars, overhead closures, and floor closures; assist carpenters in the installation of new doors and hinges. E

Open locks when keys cannot be located. E

Adjust and replace door jams; repair panic hardware. E

Cut new or duplicate keys using a key cutting machine. E

Perform semi-skilled to skilled maintenance, repair, and construction of campus facilities and equipment in the basic trades such as carpentry, painting, electrical, welding, masonry, glazing, plumbing, and HVAC; assist other skilled trade workers as assigned. E

Operate a variety of power tools and equipment including table saws, drills, skill saws, compressors, grinders, heli-arc machine, arc welding equipment, oxy/acetylene welding and cutting equipment, trucks, tractors, trenchers, chipping hammers, and other maintenance tools and equipment. E

Prepare and maintain a variety of records and reports related to work orders, labor, and materials. E

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

Perform other related duties as assigned.

E = Essential Functions

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, materials, shop math, tools, and equipment used in locksmith work
Variety of locks available and appropriate applications
Electronic locking devices and programming of such devices

Revised October 2012
Established December 1993
MAINTENANCE ASSISTANT II/LOCKSMITH (continued)

Lock parts including different types of locks and lockers
Principles, practices, and techniques pertaining to the operation and repair of safes and vaults
Principles of diagnostics and repair of automatic sliding doors
Methods, equipment, and materials used in maintenance trades
Proper methods of storing equipment, materials, and supplies
Proper lifting techniques
Health, safety, and environmental compliance regulations
Principles and procedures of record keeping

ABILITY TO:

Perform semi-skilled and skilled maintenance work in the carpentry, painting, electrical, welding, masonry, glazing, plumbing, and HVAC trades
Plan, establish, and coordinate keying schedules and systems
Operate a computer and applicable software to perform key inventory and maintain records
Understand and follow verbal and written directions
Plan and organize work to meet changing priorities and timelines
Work independently with little direction
Safely operate a variety of tools and equipment including saws, drill presses, grinders, welding equipment, and other machines and tools used in the basic trades
Read and work from blueprints, drawings, sketches, plans, and specifications
Maintain files and records, and prepare reports
Train and provide work direction to others
Analyze situations and accurately adopt an effective course of action
Perform heavy manual labor
Establish and maintain cooperative and effective working relationships with others at all levels of the organization using tact, patience, and courtesy
Operate campus vehicles and observe legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years of experience in general maintenance and repair or construction and four years of locksmith training or journey-level locksmith experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment

PHYSICAL ABILITIES:

Lifting, pushing, pulling, and carrying heavy objects weighing up to 50 pounds
Pushing, pulling, walking, and standing for extended periods of time
Dexterity of hands and fingers to operate a variety of hand tools, power tools, and specialized equipment
Reaching overhead, above the shoulders, and horizontally
Kneeling or crouching
Climbing and working from ladders or scaffolding
Bending at the waist
Walking and standing for extended periods of time
Seeing to ensure proper and complete maintenance
Hearing and speaking to exchange information

HAZARDS:

Working with and near cutting tools and machinery containing moving parts