

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the direction of the Maintenance Foreman, perform skilled maintenance work in the repair, adjustment, and changing of key and combination locks and door closures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform skilled locksmithing for a master keying system for each District site, including the inspection, maintenance, repair, adjustment, installation and changing of key and combination locks, door closures and related hardware.

Dismantle, repair and rebuild various types of locks and change lock combinations and parts; key cylinders and re-key plugs and locks; change safe combinations and assist in repair of safes.

Cut copies of keys and maintain log book; deliver keys to District sites and personnel; key District vehicles as necessary.

Overhaul, adjust and install door closures, panic bars and alarmed emergency opening equipment.

Operate a variety of tools and equipment including pin kits, key machines, drill motor and grinder; drive a District vehicle to conduct work.

Prepare and maintain detailed records related to work performed including pin settings, key access, hardware installed and others as assigned.

Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts.

Respond to emergency calls as needed; make emergency keys as requested for lost or broken keys.

Maintain work area in a safe, clean and organized condition.

OTHER DUTIES:

Perform related duties as assigned. Related duties may include deliveries and movement of classroom and office furnishings.

Attend assigned meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, equipment and records used in locksmith work.

Proper methods, materials, tools and equipment used in locksmithing and general maintenance activities.

Master key systems.

Applicable laws, codes, rules and regulations.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform skilled maintenance work in the repair, adjustment and change of keyed and combination locks.

Repair locks and lockers, make keys, use and maintain hand tools and locksmithing tools and equipment.

Maintain detailed records of work performed.

Operate a variety of tools and equipment related to the assigned trade.

Plan, organize and lay out locksmithing work.

Meet schedules and time lines.

Work independently with little direction.

Work cooperatively with others.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years journey-level experience in the locksmith trade.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Emergency call out.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders or horizontally.

Lifting, carrying, pushing and pulling moderately heavy objects.

Seeing to perform locksmith duties.

HAZARDS:

Working around and with machinery having moving parts.