

## DESERT COMMUNITY COLLEGE DISTRICT

### LOCKSMITH

#### BASIC FUNCTION

Under the direction of the Director-Maintenance and Operations, install, maintain and repair locks, doors and cabinets; prepare and maintain accurate key control and inventory records.

#### REPRESENTATIVE DUTIES

Perform skilled locksmith duties; inspect, maintain, adjust, repair and install a wide variety of locks, keys, restricted keyways, panic hardware, lockers, door closures, emergency openings and related hardware. **E**  
Cut new keys by impression; duplicate keys utilizing a key cutting machine as necessary; mark keys as required; operate keying code machines; interpret code manuals and maintain master keying systems; issue keys to District personnel according to established policies. **E**

Respond to emergency key needs as necessary; open locks when keys cannot be located; remove broken keys; disassemble locks to determine source of problem using various hand tools. **E**

Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; repair, replace and reassemble parts as necessary; assure the security and safety of District equipment and facilities through inspection and proper maintenance of door locks and closures. **E**

Operate a variety of tools and equipment including pin kits, key machines, drill motor and others associated with work performed; operate computer to input and receive data; maintain tools, equipment and work areas in a clean and safe condition. **E**

Cut, fit and hang doors and windows; repair and replace door jams; install and adjust latches and bars, overhead closures and floor closures and various types of exit, panic and commercial hardware. **E**

Maintain time, labor and material cost records; prepare requisitions and order parts and materials; stock, organize and maintain supplies and inventory. **E**

Design, layout and build campus directional and information signs; assist in other maintenance areas as necessary.

Respond to emergency calls involving fire or general maintenance work.

Provide work direction to others as assigned.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES

**Knowledge of:** Methods, materials, hardware, tools and equipment used in locksmith work and general and specialized maintenance activities; variety of locks available and best use of each type; methods and techniques of inspecting, replacing, maintaining, adjusting and repairing a wide variety of locks, keys, panic fixtures and closures; methods and techniques of impressing keys; master and grandmaster keying practices; methods and techniques of re-keying and picking locks; record-keeping techniques and inventory methods and practices; applicable building codes, ordinances, fire regulations, safety precautions and procedures; ADA requirements relating to locks and closures; oral and written communication skills.

**Ability to:** Perform skilled maintenance work in the installation, repair, adjustment and maintenance of a variety of locks and security devices; dismantle and repair lock systems and operate tools; operate equipment associated with the locksmith trade; make keys, use and maintain hand tools, locksmithing tools and equipment; plan and organize work; establish keying schedules; perform skilled and semi-skilled duties in other maintenance trade areas as assigned including carpentry; work independently with little direction;

maintain work area in a safe, clean and organized condition; work from blueprints, drawings, sketches or verbal instructions; perform shop math; maintain time, labor and material cost records; assure on the job compliance with shop and occupational safety practices including the OSHA Hazard Communication Standard and EPA requirements; operate or learn to operate word processing and computer terminals and appropriate record-keeping software programs; bend at the waist, kneel or crouch; sit or stand for extended periods of time.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and three years journey-level maintenance experience performing skilled locksmithing work.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

**WORKING CONDITIONS**

**Environment:** Indoor and outdoor work environment. Driving a vehicle to conduct work. Subject to emergency call-out.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions