

## MAINTENANCE III - LOCKSMITH

### DEFINITION

Under the direction of the Maintenance Supervisor, organizes, coordinates, and performs skilled work in the installation and repair of a variety of locks and closures on doors and cabinets; assists in the establishment and maintenance of a master record system of keys and locks; performs semi-skilled duties in other maintenance trade areas; performs other related work as required and/or assigned.

### ESSENTIAL DUTIES

- f* plans, organizes, and lays out locksmith tasks
- f* changes lock combinations and prepares a record of the combination changes for lockers
- f* installs new locks and prepares duplicate keys
- f* repairs and maintains a variety of locking systems
- f* repairs and replaces door jams and door closures
- f* makes new or duplicate keys with or without patterns and guides
- f* disassembles, repairs, and re-keys padlocks, doors, safe locks, and various other locking devices
- f* repairs and replaces pins, discs, springs, and other lock parts
- f* maintains the security of the master record system of locks, keys, and safes
- f* repairs exit hardware and door opening and closing apparatuses
- f* prepares requisitions for key blanks and lock parts
- f* maintains an appropriate inventory related to locksmith supplies and materials
- f* maintains and changes combinations on a variety of safes
- f* coordinates, organizes, and works with other maintenance trade areas
- f* estimates labor and material costs
- f* drives a service vehicle to and from work sites

### QUALIFICATIONS

Knowledge of : Methods, materials, tools, and equipment used in locksmith work; security, and lock systems such as Medico, Corbin mastering and Schalgé; State and Federal mandates, fire and building codes, Americans with Disabilities Act (ADA), policies, regulations and guidelines pertaining to locks and door opening/closing devices; code and computerized key machines; computers and lock-related software programs; safe working methods and procedures.

Ability to : Skillfully use locksmith tools and equipment; plan, lay out, and coordinate scheduling with the other maintenance trade areas; accurately estimate labor and material costs; work from blueprints, shop drawings, sketches and schematics; maintain records and prepare complete and concise reports; understand and follow oral and written directions; establish and maintain cooperative working relationships; remain flexible and work effectively in a multi-task environment with frequent interruptions and changes in task priorities.

