



<b>Position Title:</b>	Locksmith IV		
<b>Reports To:</b>	Chief Locksmith		
<b>Department:</b>	Facilities Management	<b>Job Code:</b>	4294-06E
<b>Prepared By/Date:</b>	Carol Flynn/05-2006	<b>Job Group:</b>	SNE
<b>Approved By/Date:</b>	Prospero Herrera/05-2006	<b>Salary Grade:</b>	10
<b>Revised:</b>	Jennifer C. Brito/05-01-2009	<b>FLSA Status:</b>	Non-Exempt

**Summary:**

This is advanced skilled work in the installing, altering, maintaining, and repairing of lock systems and other associated types of hardware. Maintains key biting and general key records. Locksmith IV will work independently under the guidance of a Supervisor or assignee and in accordance with the standard practices of the locksmith trade.

**Essential Duties and Responsibilities:**

- Performs tasks by using the standard tools, materials, codes, methods and safe practices of the locksmith-carpentry trade.
- Oversees the use of and operates power driven and manually operated equipment and tools.
- Installs, maintains and repairs locks and other door hardware in prepared wood and metal surfaces.
- Installs, maintains and repairs doors, door frames and other areas associated with locking systems and associated hardware.
- Installs, maintains and repairs combination lock systems installed in vaults and floor safes.
- Determines materials and equipment required; oversees their use, security, and disposition.
- Maintains records regarding materials, equipment, and job assignments.
- Directs work of assigned staff.
- Ensures that assignments are completed in conformance with instructions and applicable codes in a timely and costly manner.
- Stays current with codes and technological methods and advances of this trade.
- Performs other related tasks as instructed.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades is essential.
- Knowledge and experience of the trade to determine a method or to devise a means to accomplish the assigned job.
- Ability to plan, assign, review, supervise and inspect the work of others, schedule facilities and staff, and coordinate work with other trades.
- Ability to read, write and understand oral and written instructions.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to use electronic mail, web based trouble report systems, and PDA based C.M.M.S software.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually loud.

This individual is exposed to both indoor and outdoor environment conditions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is physical work that requires the following activities: sitting, standing, walking, bending, kneeling, crouching, twisting, stooping, reaching, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school diploma or equivalent.
- A minimum of four (4) years diversified experience in the locksmith or carpentry trade and two (2) years experience as a journeyman or successful completion of an acceptable formal training program.
- Must possess a valid locksmith vocational certification or equivalent.
- Must possess a valid driver’s license and be able to travel to any campus.
- This is a district position requiring the individual to work on all campuses.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name