



Position Title:	Chief Locksmith	Job Code:	4296-06E
Reports To:	Access Systems Supervisor	Job Group:	SNE
Department:	Facilities Management	Salary Grade:	13
Prepared By/Date:	Carol Flynn/05-06	FLSA Status:	Non-Exempt
Approved By/Date:	Prospero Herrera/05-06		
Revised:	Jennifer C. Brito/5-12-2009		

Summary:

This is skilled supervisory work at the Locksmith Trades master's level in directing the installation, maintenance, and repair of door locks, security access systems, and automatic doors. The Chief Locksmith prepares, assigns, supervises, and participates in work of skilled and semi-skilled workers. Maintains all college-wide key bit information.

Essential Duties and Responsibilities:

- Performs tasks by using the standard tools, materials, codes, methods and safe practices of the locksmith-carpentry trade.
- Oversees 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 cost effective manner.
- Stays current with codes and technological methods and advances of this trade.
- Reviews and approves design plans for new construction and remodeling projects.
- Inputs security information into the College access system.
- Repairs the College access system.
- Performs other related tasks as instructed.

Knowledge, Skills and Abilities:

- Comprehensive and thorough 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 interpret work from instructions that are received from blue prints, work orders, written or verbally.
- Ability to use electronic mail, web based trouble report systems, and PDA based C.M.M. 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, weekend, and holiday, perform on-call coverage 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 six (6) years experience in the locksmith trade, two (2) of those years must be at a supervisory level.
- Must possess a valid locksmith vocational certification or equivalent.
- Must possess a valid driver’s license.
- 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