

ORANGE UNIFIED SCHOOL DISTRICT

SENIOR LOCKSMITH

DEFINITION

Under general direction - performs more complex technical and skilled installations and repairs on a wide variety of locks and door hardware; prepares new keys; maintains stock and shop; exercises leadership over other skilled workers and helper classes; and performs related duties and responsibilities as required.

Representative Duties

Takes responsibility for and performs more complex technical and skilled assignments in the locksmith trade. Repairs and installs locks to doors, lockers, cabinets and building repairs, installs and maintains door hardware and closures; prepares duplicate keys; maintains lock records; maintains duplicate keys, key blanks, hardware and other stock; changes combinations on lockers; maintains lockers; recommends locks, lockers and hardware in relation to best use, efficiency, standardization and security; recommends key and master control policies; maintains records of all master keyed locks; changes combinations and master key locks; keeps file of duplicate keys; opens locks by picking or fitting keys; cuts keys by code; duplicates keys; supervises key shop, orders stock and equipment; recommends replacement if repairs are not economical; maintains inventory of spare parts and supplies; maintains records and files; instructs others in the use, maintenance and repair of all related equipment.

Organizational Responsibilities

Senior positions in this class report to the Maintenance Manager. Exercises senior status, oversees and coordinates work assignments, estimates cost and materials, assists workers in performance of their duties.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience - Equivalent to:

Three years of journeyman level experience in the locksmith trade, including one year of leadership experience or similar role. Completions of an approved technical school, or trade school courses in locks may be substituted for one year of required experience.

Knowledge and Abilities

Thorough knowledge of: methods, tools and equipment used in locksmith work; lock types and best use; door hardware and repairs; lock nomenclature and standard building terms, hardware schedules on working drawings; time, materials and stock records, safe working methods and procedures.

Ability to: repair, install and service locks, closures and related hardware; understand and follow written and oral instructions, maintain written records.

Licenses and Other Requirements

A valid California Vehicle Operator's License.

ORANGE UNIFIED SCHOOL DISTRICT

SENIOR LOCKSMITH

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Light Work:

Lifting, pushing and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend; Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision

Positions in this class require vision (which may be corrected) to read small print.

Board Approved: August, 1986