



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

LOCKSMITH

DEFINITION:

Under the direction of an assigned Administrator, organize, coordinate and perform skilled work in the installation and repair of a variety of locks and closures on doors, gates and cabinets; assist in the establishment and maintenance of a master record system of keys and locks; perform semi-skilled duties in other maintenance trade areas; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks on doors, gates, desks, cabinets, handles and other equipment; maintain organizational master key systems as required.
- Troubleshoot, repair and rebuild various types of locks; replace various lock components as appropriate; install and adjust closures and other parts.
- Change lock combinations; repair lockers, inventory and prepare a record of the combination changes for lockers.
- Utilize manual and programmable key-cutting machines or locksmith related software to make or duplicate new keys as required; code keys and program key fobs for fleet vehicles.
- Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; adjust hinges and other door components as necessary.
- Plan, organize and lay out assigned tasks; interpret diagrams, sketches and specifications; work from verbal and written instructions and work orders.
- Rekey locks; install new locks; make new or duplicate keys with or without patterns and guides; disassemble, repair and re-key padlocks, doors, safe locks and various other locking devices.
- Repair and maintain a variety of locking systems.
- Repair and replace door jams and door closures.
- Repair and replace pins, discs, springs and other lock parts.
- Repair exit hardware and door opening and closing apparatuses.
- Estimate labor, material, parts and equipment needed for assigned locksmithing projects; monitor inventory levels of keys, parts, supplies and equipment; requisition, receive and store keys, parts, supplies and equipment as directed.
- Maintain, replace mechanism and change combinations on a variety of safes.
- Train, coordinate and provide work direction to assigned maintenance personnel.
- Maintain various records and reports related to master keys, combinations, work orders and assigned activities; maintain the security of the master record system of locks, keys, and safes.
- Operate a variety of equipment including a programmable key code machine, pinning kits, key gauges and a variety of hand and power tools; operate a computer and assigned software.
- Communicate with personnel, vendors, contractors and various outside agencies to exchange information and resolve issues or concerns.

- Maintain shop and work areas in a safe, clean and orderly condition.
- Drive a district vehicle to various sites to conduct work.
- Respond to emergency lock opening and key needs as required.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures, equipment and materials used in the installation, maintenance, repair and adjustment of locks and related components.
- Applicable security and lock systems.
- Applicable 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.
- Master key systems, key coding techniques and computerized key machines.
- Operation and maintenance of tools and equipment used in the locksmith trade.
- Proper methods of storing equipment, materials and supplies.
- Operation of a computer and locksmithing-related software programs.
- Safe working methods and procedures.
- Oral and written communication skills.
- Arithmetic computations.
- Recordkeeping techniques.

ABILITY TO:

- Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks on doors, cabinets and related equipment.
- Use locksmith tools equipment, specialized machinery utilized in the repair, installation and maintenance of locks and related components.
- Make and duplicate keys as needed.
- Replace defective parts and components as necessary.
- Code keys and maintain master key system.
- Train, coordinate, organize and direct the work of other maintenance personnel.
- Estimate labor and material costs accurately.
- Work from blueprints, shop drawings, sketches and schematics.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Observe health and safety regulations and procedures.
- Training principles and techniques
- Communicate effectively, both orally and in writing.
- Work independently with little direction.
- Make accurate arithmetic calculations.
- Maintain various records related to work performed.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Four years of paid experience at journey-level institutional or school facilities locksmithing in the installation, maintenance and repair of locks. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.
- Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.

PREFERRED QUALIFICATIONS:

Supplemental course work or training in advanced locksmith methods and techniques is desirable, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Multi-task environment with frequent interruptions and changes in task priorities.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will involve walking or standing for extended periods of time, and may involve ascending and descending ladders, stairs, scaffolding, and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Working around and with machinery having moving parts. Regular exposure to fumes, dust, dirt, oil/grease. Exposure to excessive noise, fumes, dust and odors. High voltage, wet and slippery surfaces. Exposure to hot, cold, wet, humid or windy conditions caused by weather.

Revision Date: 2/1/2024