

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

LOCKSMITH

Salary Range 18

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, performs journey-level locksmith duties in the troubleshooting, installation, repair and maintenance of electronic and manual access systems and related parts and hardware; maintains records; performs routine servicing, troubleshooting, and maintenance on District parking permit pay-stations, maintains lock related parts and inventory for all access systems, reorders parts as necessary and performs other duties as assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Performs journey-level locksmith duties in the troubleshooting, installation, repair and maintenance of all District locks and related parts; installs, repairs, and maintains locking system including locks, keys, key cards, related parts, and hardware. (E)
- Maintains master key systems; maintains automated records and security of duplicate keys; clear keyways of obstructions; re-key and re-pins new and existing padlocks and cylinders to the District key system; cuts new, replacement or duplicate keys and programs new and replacement key cards as required. (E)
- Performs and maintains industry-standard methods for District's key master plan development, key inventory, control and security, re-keying, key and key card issuances to include file cabinets, furniture, padlocks, and lock boxes; maintains District records on computer. (E)
- Performs routine computer application entries, changes, and adjustments to electronic door access control systems, employee access levels, key requests, record management, and work request system. (E)
- Performs routine troubleshooting, repairs, and maintenance of District parking permit pay-stations . (E)
- Researches and recommends new or replacement parts for all door hardware and parking permit pay-stations. (E)
- Performs troubleshooting, repairs, and replacements of electric automated door openers, and related hardware, panic bars, door closers, and other exit hardware; repairs locking mechanisms, file cabinet locks, furniture locks, and school lockers. (E)
- Operates a variety of equipment, tools, and machines such as drill press, grinders, meters, power tools, and hand tools; maintains tools in a safe, clean, and proper working condition. (E)
- Operates a variety of District vehicles to include forklift, scissor lift, man lift, and safety hoist. (E)
- Performs routine inspections, repairs, and servicing to District locks, doors and related hardware according to preventative maintenance schedule; design and implement PM program for related equipment. (E)
- Assists in labor and material estimations for projects; prepares and maintains automated work requests, records, and reports related to emergency work, unscheduled work, and scheduled work performed. (E)
- Communicates with administrators, staff, faculty, maintenance personnel, contractors, and others concerning construction, maintenance and repair issues. (E)
- Responds to routine and emergency locksmith needs, after hours and/or weekends as required . (E)
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by completion of a locksmith apprenticeship program and three years journey-level locksmith experience in a commercial, industrial, institutional or facilities operations setting.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Incumbents must qualify for the following training: a valid Forklift Certificate, Scissor lift certificate, Community Emergency Response Training (CERT) certificate, Lead Awareness Training, Asbestos Awareness Training, Confined Space Training, and Utility Cart Training within the first year in this classification.

KNOWLEDGE OF:

- Industry methods, terminology, and techniques, materials, tools, equipment and records used; including working knowledge of complex access control systems, electronic locking, and security devices.
- Basic principles and procedures of design and implementation in master key systems.
- Basic principles of hardware specifications and reference codes used in construction specifications and plans.
- Basic laws, codes and regulations including fire, safety, and handicapped access (OSHA, CalOSHA, NFPA, ADA).
- Applicable and appropriate safety precautions and procedures.
- Application of interpersonal skills using tact, patience, and courtesy.
- Proper record-keeping methods and techniques.
- Basic computer operation and software applications.
- Variety of Schlage, Von Duprin, LCN, Master Lock, Marks, key fob, and proximity key card lock sets and related hardware.
- Variety of electronic door lock systems and programming, hardwired and independent hardware.

ABILITY TO:

- Perform self-starting journey-level locksmith duties by organizing and prioritizing the troubleshooting installation, repair servicing and maintenance of District locks, electronic locks, door openers, closers and related parts and hardware in a safe and timely manner; learning new industry changing technology, methods and equipment as required.
- Learn new techniques, applications, laws, rules and regulations related to equipment, safety and security.
- Operate and maintain specialized locksmith tools and a variety of hand and power tools safely.
- Interpret drawings, blueprints, plans, specifications and work orders.
- Research and prepare estimates for materials and labor costs as required.
- Create, maintain and close routine work requests, records, and logs to include preventive maintenance, repairs and projects.
- Observe, document and report security hazards, concerns, vandalism, and maintenance needs.
- Read and perform written and mathematical functions (addition, subtraction, multiplication and division) quickly and accurately.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Observe legal and defensive driving practices.
- Work independently with little direction.
- Work and collaborate cooperatively with co-workers.
- Assist the maintenance workers whenever possible.
- Use a computer and learn new computer applications and software as required.
- Work after hours and/or weekends or varied hours as required to maintain District doors, locksets and related systems to maintain district security and operations.

WORK DIRECTION, LEAD, AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Administrators, maintenance personnel, staff, faculty, contractors, vendors, and guests. .

PHYSICAL EFFORT:

- Lifting, carrying, pushing, and pulling heavy objects up to 50 lbs.
- Dexterity of hands and fingers to operate specialized equipment and power tools.
- Bending at the waist, kneeling or crouching, reaching overhead above the shoulders and horizontally.
- Walking and standing for extended periods of time.

Revised/Approved: 6/17/14

WORKING CONDITIONS:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Evenings, weekends or varied hours.
- Working around and with cutting tools and machinery having moving parts.
- Adverse weather conditions, dust, and fumes.