

**LOCKSMITH****Nature of Work**

Under general supervision, performs skilled work at the full-performance level by repairing and installing mechanically, electrically, or hydraulically operated locks and lock systems in a state facility. Maintains sophisticated security systems. Has considerable latitude to vary methods and procedures to install and repair locks, and circumvent broken locks to gain entry. Responsible for securing tools and supplies and completing all related paperwork. May supervise the work of maintenance workers and/or residents. Performs related work as required.

**Examples of Work**

Repairs and replaces pins, drivers, springs and other parts of lock.

Installs cylindrical, deadbolts and related door hardware using router, chisels, hammers and various other tools.

Changes lock combinations; opens locks for which keys or combinations are lost; removes foreign objects from locks.

Duplicates keys, using different methods.

Maintains inventory and orders hardware items.

**Knowledge, Skills and Abilities**

Knowledge of the tools, methods, locking systems, devices and the standard practices of the locksmith trade.

Knowledge of the life safety code of the National Fire Protection Association as it relates to security barriers.

Skill in the use of the tools and machines of the locksmith trade.

Ability to read, interpret and work from plans and diagrams.

Ability to perform work requiring precision and attention to detail.

Ability to instruct and supervise the work of others.

Ability to follow oral and written instructions.

**Minimum Qualifications**

TRAINING No formal training necessary.

EXPERIENCE Two years of full-time or equivalent part-time paid experience as a locksmith.

SUBSTITUTION Satisfactory completion of an approved course in the locksmith trade may substitute for one year of the required experience.

Established: 8/20/92

Effective: 9/15/92