

CITY OF CARSON

Title: LOCKSMITH

Job Summary:

Under the direction of an assigned supervisor, perform skilled locksmith work in the installation, maintenance and repair of locks; cut keys and program key cards.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assure the security and safety of City buildings and facilities through the proper maintenance of door locks and closures.
2. Install, maintain and repair door and cabinet locks and other locking devices; rekey or repin locks.
3. Install, repair and adjust doors, door closers, tumblers, springs and other hardware.
4. Cut new or duplicate keys; program key cards; issue keys and key cards.
5. Maintain a variety of records, logs and files related to locksmithing activities; maintain key and key card systems and related records.
6. Order parts, supplies and equipment required for locksmith activities; fabricate locks and hardware as necessary.
7. Oversee locksmith work performed under contract.
8. Operate a variety of tools and equipment utilized in the locksmith trade; maintain tools and equipment in proper working condition.
9. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from high school supplemented by occupational related training or equivalent. Four (4) years increasingly responsible experience in the installation, maintenance and repair of various locks.

Knowledge of:

- . Methods, equipment, materials and terminology used in the locksmith trade.
- . Availability and use of various locks.
- . Record-keeping techniques.
- . Applicable security regulations and requirements.

Skill and Ability to:

- . Perform skilled locksmith work in the installation, maintenance and repair of locks.
- . Cut keys and program key cards.
- . Maintain records, logs and files.
- . Operate locksmithing tools and equipment safely and efficiently.
- . Work from blueprints, shop drawings and sketches.
- . Lift objects weighing up to 50 pounds.
- . Observe legal and defensive driving practices.
- . Establish and maintain cooperative and effective working relationships with others.

License and Certificate:

Valid California driver's license.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Require the ability to stand for long periods.
- . Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- . Is subject to inside and outside environmental conditions.