

CLASS TITLE:

LOCKSMITH I

Class Code: 02319300
Pay Grade: 15A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform skilled work involving the installation, repair and maintenance of locks and access systems; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the superior from whom work assignments are received with latitude for the exercise of initiative; work is reviewed for results and conformance to policies, procedures and instructions.

SUPERVISION EXERCISED: As required, supervises the work of trades people assigned to assist in the installation, maintenance and repair of locks and access systems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform skilled work involving the installation, repair and maintenance of locks and access systems.

To be responsible for the installation and maintenance of all access systems, included but not limited to mechanical, electronic and computerized locks and locking systems.

To operate computer programs and databases specifically designed to operate, program and audit computer managed access systems.

To install and maintain electronic locks; to program and repair Card Access Control systems that provide access; to diagnose problems that arise concerning outside doors not unlocking Card Access controllers not operating, card swipes not working, communication problems involving computer modems.

To install electronic magnets on perimeter doors and maintain the wiring and power supplies that controls them.

To develop preventive maintenance schedules and apply them to the activities of the staff.

To maintain an inventory of necessary supplies and equipment and requisition supplies and equipment as needed.

To be responsible for the equipment, materials, tools, and supplies necessary for proper installation, maintenance and repair.

To submit written recommendations and reports as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, processes, tools and materials utilized in the installation, maintenance and repair of all mechanical, electronic and computerized security locking system; the ability to analyze programming and mechanical breakdowns and take appropriate corrective action, including the procurement of materials or services; a working knowledge of computers, computer hardware, and all peripherals associated with the daily operation computers; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, in addition, up to date seminar and computer course work on IBM and MAC programming; and

Experience: Such as may have been gained through: experience working with computer/software applications, plus journeyman locksmith experience.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised : November 19, 2000

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