

**CLASS TITLE:**

## **LOCKSMITH II**

**Class Code: 02319400**

**Pay Grade: 20A**

**EO: C**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, supervise and review the work of a staff engaged in the performance of locksmith duties; to participate in the performance of such work as required; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom general 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:** Plans, coordinates, supervises and reviews the work of Locksmith I and others assigned to install, maintain and repair locks and access systems.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, supervise and review the work of a staff engaged in the performance of all phases of locksmith work, including but not limited to the maintenance of electronic, computerized locks and access systems, as required, to personally participate in the performance of such functions.

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

To be responsible for installing and maintaining computer programs and databases specifically designed to operate, program and audit computer managed access systems.

Installing and maintaining electronic locks and the user databases needed to operate the locks and maintain access control, programming and repairing Card Access Control Systems that provide access.

Diagnosing problems that arise concerning outside doors not unlocking Card Access controllers not operating, card swipes not operating, card swipes not working, communication problems involving computer modems.

Installing electronic magnets on perimeter doors and maintaining the wiring and power supplies that control them.

Thorough knowledge and experience with computers, computer hardware, and all peripherals associated with the daily operation of computers.

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

To requisition, and be responsible for the equipment, materials, tools, and supplies necessary for proper installation, maintenance 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 program and maintain the computer base for the computerized locking system and the card access system; the ability to analyze programming and mechanical breakdowns and take appropriate corrective action, including the procurement of materials or services; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation with an Associates Degree in Computer Science, in addition, up to date seminar and computer course work on IBM and Mac programming; and

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

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

Class Created: March 28, 1999

Editorial Review: 3-15-2003