

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE LOCKSMITH

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, perform skilled maintenance locksmithing in the repair, adjustment and maintenance of electrical automatic door openers and related hardware and software, key and combination locks and door closures, including hinges and related door hardware; maintain and repair District electronic card key system; perform skilled or semi-skilled duties in other maintenance trade areas as needed.

REPRESENTATIVE DUTIES:

Perform skilled locksmith work in the inspection, maintenance, repair, installation and changing of key and combination locks, door closers and related hardware, electrical automatic door openers and related hardware and software. *E*

Install, dismantle, rebuild and repair various types of locks to maintain the District's multi-level master keying system; repair door locking mechanisms and other related hardware. *E*

Maintain and repair District electronic card key system. *E*

Cut new and replacement keys; stamp number on keys and enter in log book; deliver keys to District personnel. *E*

Prepare and maintain detailed records of work performed, including key systems, various charts, hardware inventory and key control records; enter and maintain charts and inventories on a personal computer; notify supervisor of low inventory levels. Conduct annual review of keys issued against current employees. *E*

Repair, test, and adjust automatic doors; overhaul, adjust and install door closers, panic bars and emergency opening or alarm equipment. Conduct annual changes to building alarm codes. *E*

Perform preventive maintenance on locks (including electronic locking system) and hardware including cleaning, lubricating and tightening parts. *E*

Operate a variety of tools and equipment including pin kits, key machines, drill motor and others associated with work performed. *E*

Respond to emergency calls involving fire or general maintenance work; respond to emergency key needs when keys are lost or locks are broken; assist students and staff in

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opening locked vehicles when keys are lost or locked inside vehicle; issue keys to contractors as required. *E*

Stock, organize and maintain supplies and inventory in District locksmith vehicle. *E*

Receive and record supplies and materials according to established procedures. *E*

Maintain work area in a safe, clean and organized condition. *E*

Perform skilled or semi-skilled duties in other maintenance trade areas as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, equipment and records used in locksmith work, including but not limited to electrical automatic door openers and related hardware and software, key and combination locks and door closures.

Proper methods, materials, tools and equipment used in locksmith work and general maintenance activities.

Technical aspects of the field of locksmithing.

Applicable building codes, ordinances, fire regulations, safety precautions and procedures, including applicable ADA regulations.

Record-keeping techniques.

Basic computer operation.

Inventory methods and practices.

Variety of locks available and best use of each type.

ABILITY TO:

Perform skilled maintenance work in the repair, adjustment and change of keyed and combination locks, electrical automatic door openers and related hardware and software.

Repair locks and lockers, make keys, use and maintain hand tools, locksmithing tools and equipment.

Repair and maintain an electronic card key system.

Maintain related records.

Estimate cost, labor and material as necessary for replacement and repair of locks.

Read drawings and work from plans and specifications.

Operate a computer terminal to enter data, maintain records and generate reports.

Perform a variety of semi-skilled to skilled maintenance repair independently or as a member of a crew.

Understand and follow oral and written instructions.

Drive a vehicle, observing legal and defensive driving practices.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability

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backgrounds.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years journey-level experience in locksmithing.

LICENSES AND OTHER REQUIREMENT:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Discloser:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor, Outdoor and Shop Environment:

Position requires heavy lifting (over 50 pounds), standing and walking for extended periods of time, bending at the waist, climbing, crawling, kneeling, reaching, pulling, pushing, carrying, climbing ladders and working at heights or in cramped or restrictive work chambers, dexterity of hands and fingers to operate equipment, hand and power tools, seeing to observe needed repair and driving from site to site to conduct work.

While performing the duties of this job, the employee is regularly exposed to an outdoor and shop environment subject to adverse weather conditions and noise from equipment operation. The employee is exposed to moving mechanical parts, high voltage, fumes, and dirt.