

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Locksmith	Range:	38
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing skilled locksmithing work in the repair and maintenance of facilities locking systems, locks and hardware on door closures and lockers.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Assures the security and safety of campus equipment and facilities through proper maintenance of door locks, hardware and closures.
2.	Checks, installs and repairs locks; disassembles locks to determine source of problems; lubricates, repairs or replaces parts as necessary and reassemble.
3.	Installs and adjusts doors, closures, panic hardware and various types of commercial hardware.
4.	Checks facilities for broken locks, loose bolts, broken catches and metal damage; assists in opening locks when keys cannot be located.
5.	Performs master-keying duties; creates new or duplicate keys, using appropriate technology and codes as required; performs master-key duties; maintains accurate records of key to lock location.
6.	Replaces or repairs hardware in compliance with applicable codes and regulations; meets with vendors and contractors regarding the repair and replacement of hardware.
7.	Assists in performing other related skills maintenance duties as assigned; assists or performs carpentry duties in the installation of new doors and hinges.
8.	Prepares requisitions and orders required parts and materials.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Locksmith maintains frequent contact with various District departments and personnel, students, faculty and outside contractors.

EDUCATION AND EXPERIENCE

High school diploma or equivalent
Any combination of training and experience equivalent to four (4) years locksmith experience including one (1) year of journey level experience

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of methods, materials, hardware, tools and equipment used in locksmith work
Knowledge of key-making and master-keying practices
Knowledge of record-keeping techniques
Knowledge of health and safety regulations
Ability to estimate cost, labor and materials as necessary for replacement and repair of locks
Ability to establish keying schedules and systems
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

Asbestos Awareness (2 hours)
Lead Awareness
Utility Cart Certification

WORKING CONDITIONS

Work includes indoor and outdoor environment, bending, using stairways, ladders, scaffolds, standing for long periods of time, hazardous chemicals and emergency calls during off duty hours.
