

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Locksmith	Range:	42
Date Revised:	February 28, 2019	Date Approved:	March 12, 2019

PRIMARY PURPOSE

This position is responsible for performing skilled locksmithing work in the repair and maintenance of facilities locking systems including software, 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, Frequency Operated Button (Fob), hardware, software and closures.
2.	Checks, installs, diagnoses and repairs locks, circuit boards, card readers, reader interface, power supplies, transformers,; disassembles locks to determine source of problems; lubricates, repairs or replaces parts as necessary and reassemble. Installs and adjusts doors, closures, panic hardware and various types of commercial hardware.
3.	Selects, installs, calibrates, and maintains various electronic entry and locking software systems, card readers, doors, storefront doors, slider doors, plank doors, solid doors, hollow doors, automatic operator, motor clutch assemblies, pulleys, motors, gearboxes, for effective safety solutions to fulfill the requirements for Americans with Disabilities regulations, and effective safety measures.
4.	Checks facilities for broken fobs, 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 electrical components, hardware, and software in compliance with applicable codes and regulations; meets with vendors and contractors regarding the repair and replacement of hardware.
7.	Performs and assists in performing other related skills maintenance duties as assigned including elevators; 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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The locksmith maintains frequent contact with various district departments and personnel, students, faculty and outside contractors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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 door, entry and safety software technologies

Knowledge of ADA, OSHA and other applicable regulations

Knowledge of electrical, wiring, power supply, soldering,

Knowledge of record-keeping techniques

Knowledge of health and safety regulations

Knowledge of electrical systems and lock down tag out procedures

Ability to estimate cost, labor and materials as necessary for replacement and repair of locks

Ability to select, install, configure, and maintain Frequency Operated doors, entries, elevators, and other related systems

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

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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.
