

## LOCKSMITH I

Employees in this class perform a variety of duties in the locksmith trade at the sub-journeyman level. Work is performed in a training capacity under the supervision and direction of a journey level locksmith.

### I. DIFFICULTY OF WORK:

Complexity of Work - Employees in this class may perform tasks ranging from entry level to near journey level as training progresses. Assignments are made according to the difficulty of tasks and the progress of the employees.

Intricacy of Work - Employees perform tasks of increasing intricacy beginning with key cutting and continuing on to lock picking, the repair of intricate locking mechanisms, and the installation of locks requiring precise measurements.

Controls Over Work - Work is accompanied by precise instructions while performing new tasks. During performance of duties and upon completion, work receives continuous review for instructional purposes. As employees progress and proficiency is obtained, supervisory controls are diminished.

Judgmental Demands - Employees function under clear and concise guidelines while training. Judgment is exercised only while performing tasks where a degree of proficiency has been developed as determined by the supervisor.

### II. RESPONSIBILITY:

Potential - Wastage of key blanks and damage to locking mechanisms.

Care and Attention - Considerable care is necessary in "setting up" key cutting equipment and repairing delicate locking mechanisms.

### III. PHYSICAL EFFORT:

Intensity of Effort - Employees perform a series of tasks, all of which require walking, standing, bending, stooping, and some lifting of moderately heavy objects.

Frequency and Duration - Employees may be involved in exerting more effort more often due to their "helper" roles. However, effort is only exerted for short periods several times a day when carrying objects, hanging doors, or installing door closers.

### IV. WORK SURROUNDINGS AND HAZARDS:

Worker Surroundings - Employees work in a variety of buildings, facilities, and surroundings characteristic of State institutions and campuses. Some contact with dirt, grease, grime, and usual shop conditions.

Hazardous Conditions - Employees have very infrequent contact/exposure to cutting tools, which can cause lost time and injury.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Ability to acquire skill in the performance of increasingly complex duties related to the performance of the locksmith trade. Ability to learn the uses and operations of various machines and tools commonly employed in the performance of a locksmith's duties. Ability to follow oral and written instructions.

Minimum Education and Experience - High school or General Educational Development diploma or a sufficient year-for-year combination of education and experience associated with one or more mechanical trades; or an equivalent combination of education and experience.