

LOCKSMITH II

Employees in this class perform journey level duties in the repair and installation of locks, door checks, and related hardware; and design and lay out of small locking systems or minor additions or modifications to existing larger locking systems. Work assignments are received from a higher level locksmith or other supervisory type personnel. Employees are expected to perform assigned work independently and in accordance with accepted trade practices. New or unusual work orders are accompanied by detailed oral or written instructions. Work is reviewed by a superior through inspection of completed work for compliance with work orders.

I. DIFFICULTY OF WORK:

Complexity of Work - Employees perform a wide variety of tasks requiring a thorough understanding and application of the principles and practices of the locksmith trade. Employees are responsible for minor additions and modifications to small sections of major key systems.

Intricacy of Work - Work at this level involves the installation or repair of locks requiring working with close tolerances, making precise adjustments on doors and door hardware, and making precision cuts of blanks in the duplication of keys.

Controls Over Work - Assignments are received in the form of written or oral work orders which indicate only the location and nature of the task. Employees are expected to independently perform routine work. New or unusual assignments may be accompanied by more detailed instructions. Review is usually accomplished through audit of completed work orders or spot-checking of completed tasks.

Judgmental Demands - Employees function within work guidelines established by the foreman or supervisor. Within these guidelines, employees diagnose problems encountered in malfunctioning of locks and door hardware and perform repairs. Employees make minor modifications to existing systems (i.e., transfer of locks and keys, minor recoding).

II. RESPONSIBILITY:

Potential - Potential costly damage to doors or locks.

Care and Attention - Employees at this level must exercise considerable care in the repair of keys and keyways, doors, and door hardware. Employees may have total responsibility for the security of various buildings on a given campus or institution due to responsibility for the maintenance of master key systems.

III. PHYSICAL EFFORT:

Intensity of Effort - Work demands involve walking, standing, bending, and lifting at a normal level; however, intensity may occasionally be more concentrated during major installation work.

Frequency and Duration - Employees exert considerable effort only during the occasional installation of certain door hardware and special locking systems.

IV. WORK SURROUNDINGS AND HAZARDS:

Worker Surroundings - Employees work in a variety of buildings, facilities, and surroundings characteristic of State institutions and campuses. Some exposure to grim, grease, and usual shop conditions.

Hazardous Conditions - Employees have very infrequent contact/exposure to hazardous situations (sharp cutting tools) which can cause injury or bodily harm resulting in lost time.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the standard practices and methods of the locksmith trade. Skill in the use of tools used in the trade. Manual skill in the making of minute filings and insertions. Ability to maintain key records and security of keys, patterns, and combinations. Ability to follow oral and written instructions. Ability to lay out small keying systems or make minor alterations to existing larger systems.

Minimum Education and Experience - High school or General Educational Development diploma and two years of experience in the repair or replacement of locks including experience in the layout of major keying systems; or an equivalent combination of education and experience.