

LOCKSMITH III

At smaller institutions, employees in this class function at the journey level with additional responsibility for the total locksmith program including the maintenance of campus-wide master keying systems. At larger institutions, employees function as consultants in the design, modification, or additions to keying systems. Employees are responsible for meeting with Physical Plants Directors, architects, and department heads to discuss locking needs, establishing new keying systems, making large scale renovations or additions to existing systems, reviewing blueprints and approving hardware schedules for new and renovated buildings, and maintaining complete records of keys issued and locking systems. Employees may supervise one or two journey level locksmiths or trainees.

I. DIFFICULTY OF WORK:

Complexity of Work - Work includes the complete range of locksmithing tasks from the duplication of keys to the layout of major keying systems. Work requires a complete understanding of the various locking systems available, their design, and modification. Work may also include the planning and scheduling of work for one or two subordinate locksmiths or trainees.

Intricacy of Work - Work involves key coding and fitting, fabrication of keys, and the installation of door hardware, all of which require working with very close tolerances.

Controls Over Work - Employees function with considerable independence in planning and overall operation of the lock shop. Work is reviewed through observation of the quality and effectiveness of the finished product.

Judgmental Demands - Employees independently diagnose and decide when to repair or replace various locks and door hardware, layout master and submaster keying systems, and select supplies, locks, and equipment needed for overall shop operation and to maintain the security of the given institution or agency.

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. Considerable care must be exercised in laying out or modifying keying systems so that building security is maintained.

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 grime, grease, or usual shop conditions.

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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 master keying systems. Considerable knowledge of the standard practices and methods of the locksmith trade. Ability to lay out keying systems. Manual skill in making 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 maintain security and integrity of lock systems. Ability to establish and maintain rapport with department heads, deans, Physical Plants Directors, and other trades personnel. Ability to supervise other workers.

Minimum Education and Experience - High school or General Educational Development diploma and three 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.