



LOCKSMITH SPECIALIST

Summary of Class

Plan, oversee, and participate in the maintenance, repair, installation, replacement, upgrade, and operation of the District's keys/locks and door hardware systems. Provide ongoing lead direction for the division and training to assigned employees. Must be available to respond to after-hours and weekend emergency needs.

Supervisory Relationships

Reports to and receives direction from a maintenance department Supervisor. Exercises lead direction over assigned employees.

Distinguishing Characteristics

This Specialist classification is distinguished from the Locksmith classification by the skills and responsibilities required to design and oversee the full range of locksmithing and door hardware operations including, but not limited to, the installation, repair, maintenance, scheduling, programming, planning, and coordination of locksmithing program activities. The position also provides technical direction, training, and oversight to assigned employees as well as establishes general direction and priorities for the division. The Locksmith Specialist assists in related long-range planning efforts by providing technical expertise (advisory) and cost estimating for system replacement, modification, and upgrade.

Examples of Duties (duties may include but are not limited to the following)

1. Plans, coordinates, and participates in all facets of locksmithing and door hardware operations, including maintenance, repair, renovation/upgrade, and installation of all types of locks, door hardware, and automatic door openers and closers.
2. Receives, prioritizes, and schedules locksmith projects, including estimating resources, supplies, and costs.
3. Determines keying systems and hierarchy (layered keying matrices) for new and existing facilities, additions, and remodels and manages/maintains records of all District keying systems.
4. Determines equipment and hardware needs, coordinates orders of necessary equipment and hardware, and maintains adequate inventory of parts for service, maintenance, repair, and replacement.
5. Coordinates with other divisions regarding door replacements, automatic openers/closers, and card access conversions.
6. Leads the work of division staff. Organizes, schedules, assigns and reviews the work of assigned employees. Provides guidance and training to employees in techniques, methods, and care of equipment, tools, and systems.
7. Prepares program budget, cost estimates, records and reports of division activities.
8. Acts as a technical resource to District staff and building administrators regarding locking systems and building access.
9. Inspects construction projects performed by private contractors to assure that work meets technical and budget objectives.
10. Develops and implements work procedures and standards related to maintenance and operation of keys, locks, and door hardware systems.
11. Establishes long-term goals and direction for the locksmith department in regards to building access/security.
12. Maintains regular and prompt attendance.
12. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Comprehensive knowledge of the methods and techniques of journey level locksmithing, including layered keying systems and hierarchies, changing lock and safe combinations, door locking mechanisms, in-floor and overhead automatic door opener and closer mechanics, panic bar operation, and a general knowledge of the districts multiple security systems.
2. Extensive knowledge of various manufacturers and available products for locksmithing and door hardware operations.
3. Knowledge of layered keying system strategies for managed building access and security.
4. Knowledge of OR-OSHA and school district safe work practices and procedures.
5. Knowledge of project estimating, coordination, and controlling.
6. Skilled in use of computer for recordkeeping of keying records, formulating keying matrices for layered keying systems, and email.
7. Skilled in oral communication.

8. Skills in written communication, word processing, and spreadsheets desirable.

9. Ability to prioritize work assignments, schedule and organize the work of locksmith division employees.
10. Ability to effectively communicate with and train assigned employees.
11. Ability to read construction blueprints and knowledge of current ADA requirements for new construction.
12. Ability to operate all necessary power and hand tools such as air-impact drivers, tapping drills, various styles of door-prep-jigs, routers, key duplicate, key-code machine, and computer input skills for keeping track of the districts keying records as well as formulating keying matrixes for layered keying systems.
13. Ability to 'pick' locks for cylinder locks, filing drawer types of locks and automotive types of door locks.
14. Ability to design and determine layered keying system approach to building security for new and existing systems.

Minimum Qualifications for Class Entry

1. Any equivalent combination of education, training, and institutional field experience which provides the applicant with the knowledge, skills, and abilities required to perform the assignment. Typically including completion of a recognized locksmith apprenticeship program, and a minimum of 4 years institutional experience as a journey level locksmith, including training and experience in key and access system management from initial design through implementation and operational management.
2. Possession of a valid State of Oregon driver's license.

Work Environment

Work is performed in District buildings and may require lifting of heavy objects, working in tiring or awkward positions, on ladders, and occasional exposure to inclement weather. Incumbents may encounter asbestos containing materials, particularly in fire-rated doors, and will be expected to attend District-provided training to appropriately address such situations. Incumbents may be required to perform emergency repairs during evening or weekend hours.

ADDITIONAL INFORMATION	
Employee Unit	OSEA - Classified
Pay Grade	Grade 14
Developed by	Jon Lauch, Director Facilities Management
Reviewed by	Harlan Coats, Facilities and Maintenance Manager
Approved by	Cydney Vandercar, Interim Director of Human Resources
Last revised	June 2015