



Classification Summary

Installs, maintains, and repairs security locks, door closures, latches and related hardware for District buildings and vehicles; fabricates and duplicates keys.

Supervisory Relationships

Reports to the Maintenance Services Supervisor. May be required to provide technical oversight to other staff.

Examples of Duties

1. Diagnose, repair, and manufacture parts for locks, safes, file cabinets, door closures, panic bars, door knobs, and related security devices.
2. Change lock or safe combinations; maintain records or combinations and re-setting schedules.
3. Pick locks and pinning; repair or replace tumbler springs or other lock parts.
4. may be required safes, file and related records of springs or
5. Fabricate new or duplicate keys for cylinder, cabinet, and padlocks; code keys from code books.
6. Establish and maintain parts inventories and key schedules.
7. Maintain security of duplicate keys.
8. Maintains regular and prompt attendance.
9. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of methods, materials, tools, and equipment used repairing locks and making keys.
2. Ability to operate keying machine, metal lathe, milling machine, and metal fabricating equipment.
3. Ability to design lock security systems for large buildings.
4. Ability to read shop drawings and work from oral or written specifications for locksmith work.

Minimum Qualifications for Class Entry

1. Completion of a recognized apprenticeship program as a locksmith, or equivalent training and experience.
2. Possession of a valid State of Oregon driver's license.

Work Environment

Work is performed in a maintenance shop facility or in District buildings. Incumbents may required to perform emergency repairs during evening or weekend hours.