

# ELK GROVE UNIFIED SCHOOL DISTRICT

## CLASS TITLE: MAINTENANCE LOCKSMITH

### BASIC FUNCTION:

Under the direction of the Area Supervisor-Maintenance, perform journey-level locksmithing work in the repair, adjustment and changing of keyed and combination locks; repair, install and maintain door hardware.

### ESSENTIAL FUNCTIONS:

Inspect, maintain and repair locks.

Dismantle and rebuild various types of locks and change lock combinations.

Repin lock cylinders, replace work tumblers, springs and other parts.

Maintain the District Grand Master and computerized Master Keying Program; make duplicate copies of keys; code, issue and maintain District-wide record of keys issues to various schools and offices.

Repair, replace and maintain a variety of door closures, panic bars, exit devices, door holders, hinges and install latches and deadbolts.

Install and repair metal doors; repair electric hardware and door devices.

Install and repair cabinet and desk locks.

Communicate with department staff and administrators; submit lock hardware recommendations for new school sites; communicate with contractors to resolve concerns or questions.

Plane sagging doors; fabricate parts as needed.

Use picks, "slim jims" and other devices to open locks.

Estimate amounts of materials required for locksmithing work; requisition, order and store supplies and materials; assure compliance with State, County and District safety standards and procedures.

Assist other maintenance staff with projects as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, materials, tools and equipment used in locksmithing work.  
Various locks available and the best use for each type.  
Methods, materials and equipment used in general door and lock hardware.  
Operation of office equipment including a calculator, computer and applicable software.  
Hazmat and safety procedures.  
Proper lifting techniques.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform journey-level locksmithing work.  
Diagnose door and hardware problems quickly and efficiently.  
Use the tools and equipment necessary in the repair and installation of locks.  
Duplicate keys and maintain comprehensive records of those issues.  
Understand and follow oral and written instructions.  
Establish and maintain cooperative and effective working relationships with others.  
Use a breathing respirator as needed.  
Speak, read and write English at a level required for satisfactory job performance.  
Maintain consistent, punctual and regular attendance.  
See to perform locksmith duties.  
Lift, carry, push and pull heavy objects weighing over 40 pounds as assigned by the position.  
Hear and speak to exchange information.  
Move hands and fingers to operate tools and equipment used in the locksmith trade.  
Stretch, climb, grasp and reach.  
Sit or stand for extended periods of time.  
Use proper lifting methods.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program and three years experience as a journey-level locksmith.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Incumbents must obtain certification to wear a respirator within probationary period.  
Incumbents must obtain Bureau of Security and Investigative Services Locksmith registration.  
Floor-lift 90 pounds and arm-lift 90 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

May drive a vehicle as needed.