

LOCKSMITH

NATURE OF WORK

This is skilled work in the installation, maintenance and repair of locking devices and keying systems.

Work involves installing, repairing, replacing and maintaining a variety of locks as well as parking meter and punch clock mechanisms; manufacturing keys; providing advice on miscellaneous building hardware; assisting in designing keying systems and maintaining related records. Work assignments are received orally and/or in writing from a technical supervisor and are performed with considerable independence. Work is reviewed through observation of results and discussion.

ILLUSTRATIVE EXAMPLES OF WORK

Installs, repairs, maintains and replaces a variety of locks and locking devices including cylindrical, mortise and rim as well as filing cabinet, desk and combination locks; revises key functions, as necessary.

Opens combination safes using safe manipulation method; determines number sequence to unlock safe; assigns a new number sequence, when required; and cleans combination device, as necessary.

Installs panic sets on exterior doors to allow easy exit; maintains devices in proper working condition.

Repairs and maintains parking meter locks; replaces parking meter head; operates test unit to determine accuracy of meter timer; adjusts timer as necessary.

Repairs and maintains punch clocks, including locking and punching mechanisms.

Manufactures a variety of keys using duplicating, code cutting and impressing methods and coding information; operates oxygen and acetylene torch and metal lathe and grinder in shaping metal parts required for old or worn locks.

Advises immediate supervisor on the adequacy, modification and alteration of a variety of locking devices in use throughout the University.

Assists in the establishment and maintenance of a keying system for the various types of locks in use.

Assists in establishing and maintaining key-door numbering floor plans and in conducting inventory and maintaining related records.

Inspects, reports on and/or repairs the mechanical aspects of door alarms and door alarm systems.

Provides a lock picking service, as necessary.

Performs related work as required.

REQUIREMENTS OF WORK

Experience as a locksmith; graduation from high school supplemented by completion of an approved apprenticeship program in locksmithing; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of tools, equipment and practices used in the locksmith trade.

Knowledge of the operating principles of a variety of locking devices and keying systems.

Ability to read and interpret plans and specifications as they relate to the field of work.

Ability to work from oral and written instructions, sketches and drawings.

Ability to maintain related records.

Skill in the use of tools and equipment of the locksmith trade.

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