



## Career Service Authority

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### Locksmith

#### **GENERAL STATEMENT OF CLASS DUTIES**

Installs, repairs, and maintains all types of locks and security systems which include modifying and opening of locks.

#### **DISTINGUISHING CHARACTERISTICS**

This class installs, repairs, and maintains all types of locks and security systems. This class is distinguished from the Facility Maintenance Technician class that performs full performance journey level work in one skilled trades area and performs standard level work in a variety of semi-skilled trades areas for the purposes of construction, maintenance, and repair of City facilities and/or equipment. The Locksmith is also distinguished from the Maintenance Technician that performs standard performance, semi-skilled trades work in a variety of trades areas for the construction, maintenance, and repair of City facilities and equipment.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Plans, installs, repairs, and maintains all types of locks including electrical exit, remote control devices, door locks, padlocks, elevator locks, emergency exit doors, and security lock systems at various levels of security.

Recodes locks which involve changing pins and tumblers to avoid a breach of security.

Maintains detailed records of coding locks and logging all work done on each lock.

Maintains inventory and orders necessary parts, replacement locks, pin keys, and key blanks.

Formulates new lock systems for new and expanding departments.

Disassembles faulty locks using hand tools, replaces defective or worn parts, cleans and lubricates parts, reassembles, and tests locking devices.

By position, assists in the maintenance and repair work in a variety of skilled trades work.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.

**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations and is committed to quality services.

**Flexibility**- Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and deals effectively with ambiguity.

**Self Management** - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

**Agility** – Bend, stretches, twists, or reaches out with the body, arms, or legs.

**Eye-Hand Coordination** – Accurately coordinates one's eyes with one's fingers, wrist, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

**Stamina** – Exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**Physical Strength** – Exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

**Hazardous Materials** – Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

**Teaching Others** - Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

**Attention of Detail** – Is thorough when performing work and conscientious about attending to detail.

**Memory** – Recalls information that has been presented previously.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Reaching: extending the hand (s) and arm (s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
Lifting: raising or lowering an object up to 10 pounds.  
Far Acuity: ability to see clearly at 20 feet or more.  
Near Acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distance and space relationships.  
Field of vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Extreme Cold: temperature cold enough to cause marked bodily discomfort.  
Extreme Heat: temperature hot enough to cause marked bodily discomfort.  
Temperature Changes: variations in temperature from hot to cold.  
Wet: frequent contact with water or other liquid.  
Humid: conditions with high moisture content to cause bodily reactions.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Atmospheric Conditions: conditions that affect the skin or respiratory system.  
Exposed to a variety of electro-mechanical hazards.  
Exposed to hazards from electro/mechanical/power equipment.  
Handles emergency or crisis situations.  
Subject to burns and cuts.  
Subject to hazards of flammable, explosive gases.  
Subject to injury from moving parts of equipment.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.

***Education Requirement:***

Graduation from high school or possession of a GED certificate

***Experience Requirement:***

Two years of experience setting up, installing, and maintaining large key systems.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for one year of the minimum experience requirement.

***Licensure and/or Certification:***

Possession of a valid Colorado Class "R" Driver's License at the time of application.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 9/16/1995

**REVISED DATE:** 12/27/09

**REVISED BY:** Patricia Anderson

**CLASS HISTORY** 12/27/09: This class was revised and updated and put in the new class specification format.