

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the direction of the Trades Supervisor, perform skilled locksmithing work in the repair and maintenance of locks on lockers, doors, windows, safes and cabinets.

REPRESENTATIVE DUTIES:

Assure the security and safety of campus and District equipment and facilities through proper maintenance of door locks and closers.

Install and repair locks; disassemble locks to determine source of problems; lubricate, repair or replace parts as necessary and reassemble.

Adjust door hinges, latches, bars and closers; re-key door cylinders as required.

Assist in opening locks when keys are unavailable or inoperable.

Maintain and repair panic hardware.

Fabricate parts as necessary to maintain existing locks, closers, and panic hardware systems.

Rebuild a variety of door closers.

Perform minor carpentry repairs related to position.

Change lock or locker combinations as directed; repair lockers and safes; open malfunctioning safe and change combination when necessary.

Cut new or duplicate keys, using a key cutting machine as needed; establish new key code systems as needed.

Coordinate activities with other maintenance personnel as necessary.

Respond to emergency requests for repairs at schools or offices.

Maintain various records and prepare reports related to District keys, lockers, locks and panic hardware.

Operate a variety of tools and equipment including saws, drills, grinders and other hand and power tools and equipment.

Troubleshoot and repair electronic and mechanical lock malfunctions.

Establish, program and reprogram keypads, key and proximity corps using computerized software and hand-held devices.

Install and maintain mechanical access control systems, including electromagnetic locks proximity keypads, keycard readers, and keypads using associated software and hardware.

Troubleshoot and repair electronic and mechanical lock malfunctions.

Install and maintain schlage primus, everest, and interchangeable core systems (ic systems).

Schlage primus high security dual locking cylinders consist of two independent locking mechanisms operated by a single primus which is specially designed by schlage.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, shop math, tools and equipment used in locksmith work.

Variety of locks available and the uses for each type.

Lock parts including different types of locks and lockers such as padlocks and combination locks.

Record-keeping techniques.

Health and safety regulations.

Technical aspects of field of specialty.

Applicable codes and regulations.

ABILITY TO:

Install, maintain and repair locks, controlling devices and related parts on lockers, doors, windows, safes and cabinets.

Open locks when no keys are available.

Make new and duplicate keys.

Estimate time and materials as necessary for replacement and repair of locks.

Read drawings and work from plans and specifications.

Understand and follow oral and written directions.

Work independently with little direction.

Maintain records and prepare reports.

Use a variety of tools and machines used in the basic trade.

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment.

Move objects weighing over 80 pounds using safe and proper methods and/or equipment.

Work cooperatively and effectively with others.

Completes assignments in an efficient and timely manner.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training or experience to demonstrate journey-level skill in the locksmithing trade.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Must be bondable.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to lifting and exposure to fumes.