DEFINITION:
Under general supervision, performs skilled journeyman level work in the locksmith trade; performs skilled work in welding and steel fabrication for the District; performs related work as required.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Designs key (lock) and key security systems and recommends changes to current system.
2. Repairs all locks and closure devices; makes keys; changes lock combinations.
3. Designs and constructs all metal devices used in District, i.e., TV mounts, special purpose equipment.
4. Designs, plans, and performs all required welding within the District.
5. Supervises, and schedules work for all helpers assigned to area; assists in the hiring process.
6. Orders all locks, lock supplies, welding materials, steel for fabrication requirements.
7. Coordinate work effort of other shops to insure prompt accomplishment of projects.
8. Performs repairs on all furniture with metal accessories or of metal (desks, files, cabinets, etc.).
10. Maintains all parking meters and parking ticket dispensers.
11. Performs miscellaneous repairs requiring metal work.
12. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:
Knowledge of:

1. A Master Key System including all locksmith devices, locks, and closure systems.
2. State and Federal regulations regarding barrier safety.
3. Welding techniques and metal procedures.
4. Electrical currents and safety requirements.
Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

3. Use a computer for entry and retrieval of information for work assignments.

4. Perform heavy labor.

5. Implement planning and design techniques.

6. Perform tasks on a wide range of expensive machinery.

7. Understand and carry out written and oral instructions.

8. Maintain cooperative relationships with those contacted in the work.

9. Review problems and design solutions in steel fabrication.

10. Analyze lock and security systems and develop solutions.

11. Work independently and prioritize jobs.

Experience:

1. Four years of journeyman level experience in the locksmith trade and welding. The incumbent must have successfully completed a course in supervision or management in an acceptable institution within the last three years or will complete such a course within one year after assuming the position.

Education:

1. High school diploma or equivalent.

Certification:

1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

Date Approved: March 1993
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