Title: Locksmith 2

Pay Scale Group: 97B

Essential Function

Under general supervision from higher level supervisor, performs skilled locksmith work and necessary maintenance; supervises locksmiths and lower level classifications.

Characteristic Duties

1. Install, repair, and replaces cylinders and key locks; maintain security of keys; coordinate locking security with contractors involving equipment; cut and issue key; inspect, lubricate and adjust cylinders and key locks.

2. Order equipment and supplies, prepare job orders and records; maintain key inventory. Coordinate locking security with departments and college.

3. Keep records on location and inventory of keys.

4. Supervise skilled and semi-skilled employees in installing and repairing cylinder and key locks. Assist supervisor in allocating work assignments, reviewing and evaluating work performance, and in training new personnel; coordinate work with other area.

5. Maintain housekeeping conditions as prescribed by area.

6. Perform related duties based on departmental need.

Unusual Working Conditions

- May be exposed to dirt, oil, grease and extreme temperatures.

Minimum Qualifications

- High school/GED diploma; completion of locksmith training course plus 1 year related work experience; or two years related work experience. Must have a current valid driver’s license with an acceptable driving record.

Last updated: February 2009