

LOCKSMITH

DISTINGUISHING FEATURES OF THE CLASS:

This is a skilled trades position located at Dutchess Community College. The incumbent is responsible for the repair, maintenance and record keeping regarding all types of on-campus and off-campus locks, access systems and door operators. Work is performed under general supervision of the Building Maintenance Supervisor with considerable leeway allowed for planning and carrying out assignments. Incumbent may oversee the work of lower level employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Installs and repair locks, electronic locks, door operators which include handicap operators;
2. Assist with the installation of video surveillance equipment;
3. Repairs hardware on doors, cabinets, lockers and other similar devices or equipment;
4. Open locks when necessary;
5. Provides new and/or repair keys;
6. Cuts and makes new keys by code for doors, desks, cabinets and file cabinets;
7. Maintains all types of locks and door operators by disassembling, cleaning, and oiling them;
8. Establishes and maintains a record system to avoid key and lock duplication and to ensure security of the facility; including records in the work order system;
9. May be required to pick open locks in cases where keys have been lost or forgotten;
10. May assist with carpentry, electrical, plumbing, masonry and painting work under the direction of skilled trades persons or supervisors;
11. Independently performs preventive maintenance work on buildings and building equipment related to locks;
12. May participate in estimating materials and costs for assigned projects related to locking systems and door operators;
13. Participate in snow and ice control activities, which may include working overtime hours, reporting to work early, or reporting to work on scheduled days off, in cold and wet conditions;
14. Makes regular checks of buildings and grounds to ensure that locks, doors and windows are functioning properly.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, methods, materials, tools and equipment of the locksmith and building trades and in the maintenance and repair of buildings and equipment; ability to read and understand plans or sketches; working knowledge of facility security procedures concerning the issuance of keys, locks and identification cards; ability to use tools, machines, equipment and materials of the locksmith trade; ability to understand and carry out oral and written instructions; ability to think quickly, remain calm and act effectively in emergency situations; ability to get along well with others and be courteous; ability to plan and organize work; ability to perform work requiring precision and attention to detail; ability to read, interpret and work from plans, diagrams and specifications; willingness to work day, night or unusual shifts; mechanical ability; manual dexterity; good judgment; good powers of observation; physical condition commensurate with the demands of the position.

LOCKSMITH (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND completion of a training program for locksmiths AND two (2) years of full-time paid work experience as a locksmith which included experience in building maintenance or in the construction trades.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

TR1209

ADOPTED: 12/10/85

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