

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
MARCH 2023

**LOCKSMITH**  
**JOB DESCRIPTION - CLASSIFIED**

**POSITION OVERVIEW**

Assures the security and safety of campus equipment and facilities through proper maintenance of door locks, hardware and closures. Installs, adjusts, maintains, repairs, and replaces keyed, code, and card-read locks, security systems, and related hardware. Makes keys and installs and ensures continuous working condition of latches, door closing mechanisms, and panic exit devices.

Sets up and changes lock keying and combination hierarchies. Assures compliance to standards and regulations governing keys and access.

**REPRESENTATIVE DUTIES**

Makes keys and installs locks and related hardware, including doors and panic exit devices, and performs the carpentry necessary for installation; consults with customers on lock and security needs. Proposes lock systems. Schedules and plans installations and repair work orders to optimize use of time and minimize disruption of school activities; learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner; accesses and retrieves work orders using the automated work order system. May enter time and materials information associated with work performed on orders.

Designs multi-level master key systems. Interprets master keying guides, using appropriate discretion and special knowledge of lock systems to preserve the integrity of the District's master key system while meeting customer requests; adjusts, maintains, repairs, and replaces door locks, padlocks, cabinet locks, utility locks, combination locks, and related hardware, such as panic exit devices, latches, catches, fasteners, and pneumatic door closing mechanisms; sets up and maintains computer-aided documentation and inventory on keys, locks, and lock systems including names and contact information on keys and cards that have been issued, serial numbers, access and permission levels, combinations, and locations; redesigns lock cylinders to use new multiples of keys.

Cuts, duplicates, and stamps identification numbers on keys and cards. Operates key cutting machines and carpentry tools; changes lock combinations by using code systems and code machine; programs and may participate in installing computer - aided entry systems; maintains up to - date records of levels of access. Installs, troubleshoots, repairs, and maintains electronic key card systems; repairs safes and safe - locking systems. Devises systems to prevent break-ins and pilferage. Installs lock down devices to prevent pilferage.

Opens or removes locks that cannot be opened by ordinary means; ability to use picklocks in cylinders to open door locks without keys; initiates requisitions for purchase of locks and related hardware. Prepares requisitions and reports as required; recommends standards and specifications for equipment, materials, and workmanship for work performed by staff and outside contractors; may assist in other general maintenance activities on an as-needed basis; maintains currency of knowledge and skills relating to the duties and responsibilities.

Performs other related duties as assigned.

**LOCKSMITH**  
**JOB DESCRIPTION – CLASSIFIED (CONTINUED)**

**REQUIRED SKILLS AND QUALIFICATIONS**

**Knowledge and Skills:**

The position requires in - depth knowledge of hierarchical lock systems. Requires knowledge of building and safety codes and regulations dealing with locks and exits, including those codes applicable for fire safety and to comply with access requirements for disabled persons. Requires working knowledge of carpentry including the full range of tools used in the area or responsibility. Requires a working knowledge of computer aided office productivity tools including but not limited to, word processing, spreadsheets, and special databases used by the department.

Requires sufficient math skills to calculate sums, fractions, decimals, and numerical sequences. Requires sufficient human relation skills to convey technical concepts to others and work cooperatively with a range of customers in the District.

**Abilities:**

Requires the ability to setup and implement master keying systems. Requires the ability to cut and issue keys, card, and combinations. Requires the ability to hang and fit doors, including those with pneumatic mechanisms. Requires the ability to employ safe work habits. Requires the ability to meet production and deadline requirements. Requires the ability to prepare and maintain accurate documentation of locks and combination issuance. Requires the ability to maintain productive and cooperative working relationships with others.

**Physical Abilities:**

Requires the ability to perform work of an active nature; to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 60 pounds. Requires the ability to climb, stoop, kneel, and crouch on a regular basis.

Requires sufficient hand - eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work - in - progress. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

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**JOB DESCRIPTION – CLASSIFIED (CONTINUED)**

**MINIMUM QUALIFICATIONS**

High school diploma or equivalent and formal training leading to certification in lock systems and four years experience in the installation, maintenance and repair of mechanical and combination locking devices and the maintenance of master key systems, one year of which must have been working within a journey-level capacity.

**Licenses and Certificates:**

Requires a valid driver's license. Certified Registered Locksmith. Must be bondable.

Board Approval Date: March 27, 2023