



LOCKSMITH/HARDWARE, LEAD

SALARY GRADE: [C3-58](#)

DEFINITION:

Under general supervision, the employee performs work on door hardware, lock systems, metal fabrication and welding; and does related work as required. The distinguishing characteristic of the Locksmith/Hardware Lead is overseeing other workers and performing more complex work of the unit such as preparing the budget, coordinating workloads, designing key security systems, and ordering supplies. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures. This is maintenance work at a multi-skilled level with emphasis on door hardware, lock systems, and welding duties.

Incumbents in this classification are assigned to work primarily in the trade of locksmith/hardware maintenance, but may also be assigned to assist other Plant Services personnel as needed.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general locksmith/welding duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintains inventory of supplies, parts and equipment; and confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Performs other related duties as assigned.

Trade Responsibilities

In addition to Journey level responsibilities, the position will be responsible for the following duties which will account for up to 30% of the total assignment:

1. Evaluates, reviews and recommends changes to, maintains integrity of, and designs key (lock) and key security systems.
2. Orders all locks, lock supplies, welding materials, and steel for fabrication requirements.

3. Completes required reports.
4. Ensures compliance with HAZMAT regulations.
5. Ensures shop is stocked, cleaned, and in safe condition.
6. Responsible for annual maintenance schedules.
7. Oversees and schedules work for all apprentice and journey level workers assigned to area; assists in the hiring process.
8. Coordinates work effort of other shops to ensure prompt accomplishment of projects.
9. Assists in the preparation of the Hardware budget.
10. Maintains equipment rooms, shops, vehicles and tools.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Design and construction of locks and related hardware.
2. Installation and repair practices.
3. Key code systems used to generate master keys.
4. Methods, materials, tools, safety practices and equipment used in the locksmith trade.
5. Methods, procedures, practices and processes in welding, including cutting, soldering, bending, drilling, lapping, and filling.
6. Safety factors in the operation of equipment and materials.
7. Applicable safety codes, ordinances and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Estimate the scope of a project, costs, materials and timelines required to complete assignments.
3. Read and work from blueprints, technical manuals, charts and schematics.
4. Analyze and diagnose lock malfunctions.
5. Maintain accurate and complete records of the district's keying schedule, utilizing computerized control system.
6. Plan, organize, coordinate and oversee the work of assigned staff.
7. Operate and maintain a variety of equipment and tools, including welding equipment.
8. Understand and carry out oral and written instructions.
9. Observe safety requirements and safe work practices and methods as required.
10. Perform routine work involving moderate to heavy physical labor.
11. Establish and maintain cooperative work relationships.
12. Work independently and prioritize jobs.

Education

Equivalent to the completion of the twelfth grade. Completion of appropriate trade school courses or the equivalent.

Experience

Three years of experience in a comparable position; one year of experience serving in a lead capacity.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008