



LOCKSMITH/HARDWARE, JOURNEY

SALARY GRADE: [C3-67](#)

DEFINITION:

Under general supervision, the employee performs journey level work involving door hardware, lock systems, welding, and metal fabrication; and does related work as required. A high degree of independent judgment and creativity is required to select from alternative solutions, materials, supplies and appropriate procedures.

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 local, 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. Provides direction and training to apprentices as assigned.
13. Performs other related duties as assigned.

Trade Responsibilities

1. Troubleshoots, repairs, replaces, adjusts, maintains, rebuilds and installs lock and hardware system components, classroom and facilities components (e.g. locks, doors, hinges, panic hardware, latches, pulls, door closures, door locks and door strikes) for the purpose of ensuring compliance with established regulations and maintaining facilities in a safe operating condition.
2. Designs and constructs metal devices used in the District, (i.e., TV mounts, and special purpose equipment).
3. Repairs and opens locks, and makes keys and change lock combinations, using hand tools and special equipment.
4. Disassembles locks such as padlocks, safe locks, and door locks, and repairs worn tumblers, springs, and other parts.

5. Prepares documentation (i.e. key issue records, pinning codes, material requests, cost estimates, etc.) for the purpose of providing written support and/or conveying information.
6. Fabricates parts for door hardware by welding, soldering, bending, drilling, lapping, and filling.
7. Rebuilds, cleans, and lubricates various types of locks.
8. Re-keys individual locks and complete building lock systems.
9. Performs welding and steel fabrication work as required; lays out, prefabricates, and installs new work.
10. Performs miscellaneous repair requiring metal work.
11. 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. Assign work to and oversee the work of Apprentices in the locksmith trade.
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 under minimal supervision.

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.

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.

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