

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6380

TITLE: LOCKSMITH

GRADE: S-18

DEFINITION:

Under direction, works independently or leads tradespersons from various disciplines or trade helpers in installing, modifying and repairing a variety of locks and locking systems; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

None.

ILLUSTRATIVE DUTIES:

Recommends appropriate physical security devices (i.e. safes, lockers, electrical and mechanical access controls, locks, etc.) as well as physical security keying plans;
Troubleshoots and repairs or oversees repairs to locks and locking systems;
Installs or oversees the installation of electronic access systems (i.e. electrical locksets, electrical release/strike, magnetic locks and computer based systems);
Coordinates new construction or major renovations with project engineers and provides keying information to contractors as specified by project engineers;
Installs and rekeys specialized restricted lock cylinder systems;
Originates master keying systems including insertion and expansion;
Maintains key record audit as required by contracts;
Installs, replaces, cleans and performs preventive maintenance on various types of locks, rekeys locks as well as installing/repairing panic bars;
Prepares cost estimates on projects and maintains records of work performed;
Maintains inventory of locks and associated materials and reorders same as necessary;
Operates assigned service vehicle;
Programs installs or repairs card access proximity locks;
May serve as a team leader to other tradespersons from various disciplines and trade helpers providing guidance/direction and instruction, serving on selection panels and inspecting/approving the work performed by team members.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the standards, practices and equipment of the locksmith trade;
Thorough knowledge of various types of locks and locking systems as well as electronic/electrical security systems;
Knowledge of safety regulations and procedures as well as the common hazards associated with the locksmith trade;
Knowledge of various safety labeling systems as well as computer systems associated with security and keying record systems;

Ability to operate milling machine, metal lathe and welding equipment needed to create custom lock applications or make repairs;

Ability to follow written and oral instructions, diagrams, sketches and manufacturer's manuals;

Ability to plan and perform work at the journeyman level;

Ability to maintain good interpersonal relationships;

Ability to train/instruct and provide guidance to tradespersons in various disciplines and Maintenance Trade Helpers;

Ability to perform physical aspects of job ie. lifting, stooping, bending and performing tasks in tiring and uncomfortable positions.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:

High school diploma or a GED issued by a state department of education; AND

Completion of an apprentice-level or vocational locksmith training program; AND

Three years of experience as a journeyman locksmith;

Four years of experience may be substituted for the apprentice-level or vocational locksmith training program.

NECESSARY SPECIAL REQUIREMENTS:

Certification by a nationally recognized locksmith association (such as Associated Locksmiths of America (ALOA)):

- Registered Locksmith (RL)
- Certified Professional Locksmith (CPL)
- Certified Master Locksmith (CML)

Possession of a valid motor vehicle operator's license.

REVISED/RETITLED: June 2, 2006
REVISED: March, 2006
REVISED: August 3, 1981