



## PERSONNEL COMMISSION

**Class Code: 05193**  
**Salary Range: 34 (C2)**

### SENIOR LOCKSMITH

#### JOB SUMMARY

Under general supervision, install, modify and repair locks and related door hardware devices at District sites; serve as a lead in the Lock Shop; train and provide work direction and guidance to assigned staff; perform related duties as required.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.*

- Install, modify and repair locks and related door hardware devices at District sites; visit sites to determine scope of work, materials and cost estimates of work to be performed. **E**
- Serve as a lead in the Lock Shop; train and provide work direction and guidance to assigned staff; provide input in the hiring and performance evaluation process as requested. **E**
- Plan, assign and schedule the work of assigned staff; review and follow up on completed work as needed. **E**
- Confer with site administrators, contractors, architects, fire department and District staff to provide technical and safety information, advice on locks and related hardware for renovation and new construction at sites. **E**
- Fabricate or oversee the fabrication of special parts for locks or related hardware. **E**
- Install and service a variety of safes; may drill concrete and install anchors to secure safes; open safes that cannot be opened by ordinary means. **E**
- Draft specifications, including materials and equipment, for work to be performed by contractors; assist in reviewing vendor bids; inspect contract work and report discrepancies as needed. **E**
- Design, maintain and make adjustments to a multi-level master key system; maintain combinations on safes and vaults in the District; initiate and oversee distribution of keys to District personnel. **E**
- Review and recommend materials and hardware in accordance with District specifications; prepare reports and correspondence related to assigned activities. **E**
- Requisition parts and materials for installation at District sites; maintain inventory of specific new and reusable parts in the Lock Shop. **E**
- Maintain current knowledge of developments in the technology of locks and related hardware, safety requirements and regulations for schools. **E**
- Maintain records and files related to assigned activities. **E**

- Operate hand and power tools common to the trade; operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. *E*

*Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Senior Locksmith serves as a lead in the Lock Shop and participates in the installation, maintenance and repair of locks and related hardware. A Senior Locksmith plans, assigns and schedules the work of a group of journey-level Locksmiths. An incumbent designs, maintains and makes adjustments to a multi-level master key system which is essential to the distribution and security of keys to authorized District personnel. An incumbent maintains records on District keys, locks, vaults and safes.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles and practices of training and providing work direction.

Applicable laws, codes, rules and regulations.

Installation, adjustment, and repair of panic hardware, exit devices, hydraulic door closers and floor hinges.

Construction and repair of various makes of locks.

Composition of ferrous metals.

Variety of locks available and the best use of each type.

Fire codes and safety regulations on locking devices and doors for school facilities to include architectural hardware.

Methods, materials tools, practices parts and equipment used in the trade.

Fabrication of specialty parts.

Mathematics sufficient to develop multi-level mastering key charts.

Interpersonal skills using tact, patience and courtesy.

Record keeping.

Oral and written communication skills.

Operation of a computer and assigned software.

Safe working procedures and practices.

#### **Ability to:**

Install, modify and repair locks and related door hardware devices.

Train and provide work direction and guidance to others.

Operate a variety of hand and power tools common to the trade.

Estimate labor and materials costs.

Order supplies, tools and equipment.

Set up and machining of parts.

Open and repair vaults and safes.

Draft specifications for contract work and review contractor work.

Read sketches, specifications and blueprints.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Recognize and correct safety hazards.  
Design, maintain and make adjustments to multi-level master key systems.  
Operate a District vehicle.  
Operate a computer and assigned software.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain a variety of records related to assigned activities.  
Meet schedules and time lines.

**Education and Training:**

Equivalent to graduation from high school.

**Experience:**

Three years of journey-level locksmith experience. Experience in a lead or supervisory position is preferred.

**OR**

Three years of experience as a Locksmith with the Long Beach Unified School District.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

**SPECIAL REQUIREMENTS**

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead. Incumbents in this class are required to wear protective clothing, gear, and equipment as required by law and provided by the District.

**WORKING ENVIRONMENT**

Indoor and outdoor environment.  
Adverse seasonal weather conditions.  
Working around and with machinery having moving parts.  
Driving a District vehicle to conduct work.  
Emergency call out.

**PHYSICAL DEMANDS**

Lifting, carrying, pushing and pulling heavy objects weighing up to 60 pounds.  
Walking and standing for extended periods of time.  
Climbing ladders and stairs.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Dexterity of fingers and hands to operate hand and power tools and locks.  
Seeing to perform work.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 3/5/2015  
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