

## LOCKSMITH

### DISTINGUISHING FEATURES OF THE CLASS:

This is a skilled trades position located at Dutchess Community College. The incumbent is responsible for the repair, maintenance and record keeping regarding all on-campus and off-campus locks. In addition, the incumbent will assist in other security related work such as overseeing the issuance of ID cards and guarding against trespass, theft or damage on college grounds. Work is performed under general supervision of the Safety and Security Supervisor with considerable leeway allowed for planning and carrying out assignments. Supervision is not normally exercised over other employees.

### TYPICAL WORK ACTIVITIES:

1. Installs new locks and repairs old locks;
2. Sets up and maintains college I.D. system, including issuing picture identification cards;
3. Repairs hardware on doors, cabinets, lockers and other similar devices or equipment;
4. Open locks when necessary;
5. Provides new and/or repair keys;
6. Cuts and makes new keys by code for doors, desks, cabinets and file cabinets;
7. Maintains locks by disassembling them, cleaning, oiling, and replacing parts;
8. May be required to travel to off-campus locations to repair and install locks;
9. Establishes and maintains a record system to avoid key and lock duplication and to insure security of the facility;
10. May be required to pick open locks in cases where keys have been lost or forgotten;
11. Directs and routes traffic on campus and assists in the enforcement of campus traffic and parking regulations;
12. Makes regular checks of buildings and grounds to insure that locks, doors and windows are secured, and to prevent theft or damage to college properties;
13. Questions and, if necessary, detains suspicious persons;
14. May answer telephone and log calls and monitor alarm, warning and surveillance systems;
15. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, methods, materials, tools and equipment of the locksmith trade; working knowledge of facility security procedures concerning the issuance of keys, locks and identification cards; ability to use tools, machines, equipment and materials of the locksmith trade; ability to understand and carry out oral and written instructions; ability to think quickly, remain calm and act effectively in emergency situations; ability to get along well with others and be courteous and yet firm with the public; ability to plan and organize work; ability to perform work requiring precision and attention to detail; ability to read, interpret and work from plans, diagrams and specifications; willingness to work day, night or unusual shifts; mechanical ability; manual dexterity; good judgment; good powers of observation; physical condition commensurate with the demands of the position.

**LOCKSMITH** (Cont'd)

**MINIMUM QUALIFICATIONS:**

One year of full-time paid work experience as a locksmith.

NOTE: Candidates who have completed a training program for locksmiths may qualify without work experience.

**SPECIAL REQUIREMENT:**

Eligibility for the appropriate level New York State Driver's license at the time of application. Possession of license at time of appointment.

TR1209

ADOPTED: 12/10/85

REVISED: 07/01/91