STATE OF MINNESOTA
CLASS SPECIFICATION

Class Code: 003488
Barg. Unit(s): 202

LOCKSMITH

KIND OF WORK

Skilled locksmith work.

NATURE AND PURPOSE

Under general supervision, an employee in this class performs skilled locksmith work in order to control access to and maintain the security of a large number of state buildings using a variety of locking systems. An employee in this class may train and direct the work of laborers, maintenance employees and other helpers. Performs related work as required.

The two benchmark positions, at St. Cloud State University, are responsible for approximately 10,000 locks in nine residence halls and more than 30 classroom, administration, and other buildings, serving about 1300 faculty and staff and 14,000 students. Several different kinds of complex locks are used on the campus, e.g., mortise, unit, cylindrical, deadbolt, locking exit devices, locking detex alarms. The incumbents must know how to take apart and assemble each one, and gain emergency access to (or "pick") them. These positions require specialized skills obtained through a two-year degree program in locksmithing technology or equivalent on-the-job training.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Monitors and reports on the work activities of laborers, other maintenance employees, and subcontractors to ensure the timely completion of locksmithing projects by determining the most efficient work procedures and techniques; by instructing others on the appropriate use of equipment and locksmithing techniques; by inspecting the quality of work performed by others; and by recording hours worked, materials and equipment used.

Consults with architects on security system functions for building construction or remodeling projects; reads blueprints and specifications to determine lock functions and doorswings; recommends the appropriate cylinder mechanisms together with the keying system to provide the best security; organizes and prepares a draft of the keying system levels showing location and number of locks, and how all the cylinders are to be keyed; maintains current and accurate keying schedules on file of all physical plant keys.

Completes cost estimates for time, labor and materials so that the supervisor can prioritize, budget and schedule projects by determining the necessary supplies and materials to complete the project; by selecting the best work procedures; by determining equipment and labor requirements; by determining whether it is more cost-effective to repair an obsolete lock or buy a new one; and by requisitioning necessary supplies and equipment.

Installs, adjusts and calibrates electrical and mechanical locking devices and related hardware so doors and locks operate smoothly and lock automatically to provide building security; reads bittings to find out what the pin sizes are; changes pin settings; redesigns locks and parts to perform different functions; orders lock parts, cylinders and key blanks; and cuts keys.

Repairs locks and provides for emergency security needs by disassembling locks and determining what repairs are needed; ordering and installing replacement parts; keeping records of all locks and parts; making new parts for obsolete locks when possible; and installing temporary locks to provide a means of security while repairs are being made.

Maintains an inventory of locks and replacement parts so that repairs can be made without unnecessary delays by researching catalog part numbers; ordering locks and replacement parts; and keeping current records of lock parts and catalog numbers for each lock used on campus.

Maintains locks by making periodic checks to ensure that they are in working order; and by adjusting parts such as spring hinges, strike plates, door silencers, panic locking devices, and door closers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Construction plans, blueprints and specifications sufficient to read and interpret them in order to design keying systems for buildings.

Lock, cylinder and key codes, inventories and ordering procedures sufficient to determine what parts are needed and obtain them in order to maintain security.

Master and sub-master keying systems, keying schedules, and lock functions sufficient to design, install, repair, and gain emergency access to locks and keying systems.

Key combinations, bittings, cutting, and core pinning sufficient to change pin settings and cut keys.

Locksmithing tools and equipment, safety standards and procedures sufficient to prevent injuries.

Shop math sufficient to estimate labor and material costs for planned projects.

Skill in:

Using machinery and tools such as metal cutting machines, drillpresses, grinders, micrometers, and threaders sufficient to repair and fabricate new lock parts.

Ability to:

Maintain and repair machinery and tools sufficient to ensure their availability and safe operation.

Instruct and monitor the work of lesser-skilled employees sufficient to train and direct them during the length of the project.

Complete locksmithing project records of time and materials sufficient to report daily, weekly and monthly progress of the project.

Est.: 2/96 T.C.:
Rev.: Former Title(s):