CHICO UNIFIED SCHOOL DISTRICT
SECURITY SYSTEMS – LOCKSMITH

DEFINITION
Under direction, perform a variety of skilled maintenance and repair work in the areas of locks and keys, security systems, electronic access controls, clock and fire alarms, door closures and other related areas.

SUPERVISION EXERCISED
May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Perform a full range of skilled maintenance in the areas of mechanical and electronic locks, access control and keys, security camera systems, clock and fire alarms, door closures and related areas.
- Troubleshoot, repair, install and maintain door locks and door closures, including mechanical and electronic hardware.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Perform locksmith duties; install and remove locks, panic hardware, door closures and other door hardware; repair and maintain electronically controlled doors; disassemble, reassemble, adjust and replace door locks, cabinet locks, padlocks and panic hardware; install, disassemble, reassemble, adjust and repair door closures; lubricate, weld and pick locks as needed.
- Cut and file keys; prepare keys by duplication or from key code; maintain records of all keys; maintain duplicate keys in locked cabinets.
- Install, maintain, and repair access, intrusion, and surveillance systems that may include electronic locks, key pads, and programming of closed circuit television, access control points, fixed and panning cameras, and remote access.
- Program electronic key cards with designated access level and building access control.
- Input and retrieve keying information using a networked computer key system.
- Camera installation, troubleshooting, maintenance and repair.
- Repair and maintain clock and fire alarm systems; program school "bell schedule" on master clock at each school site; adjust master clocks and secondary clocks to correct time; repair, adjust, lubricate, remove and replace classroom signals, switches, fuses and other components of a school master clock or fire alarm system.
- Read and interpret blueprints and schematics.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate heavy equipment when required; operate light trucks, trailers, or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including boring jigs, templates, electric drills, wood chisels, screwdrivers, pliers, hammers, lock picks, tweezers, wrenches, files, plug followers, calipers, key gauges and key cutting and duplicating machines.
- Clean work areas at sites and at shop; clean and maintain tools and other equipment.
- Follow preventative maintenance schedules where appropriate.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
- Support other trade positions as requested.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Standard practices, methods, tools, materials, equipment, hazards, and safety precautions associated with installation and repair of a variety of locks and electronic door systems.
- Knowledge and skill in use of computers and assorted software programs.
- Security systems installation and maintenance, including cameras and data storage.
- Key code systems used to generate Master keys.
- Laws, codes and regulations pertaining to assigned areas.
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.
- Terminology used in maintenance and repair work.
- Basic mathematical principles.
- Basic electronic theory.
- Basic computer networking proficiency to perform required tasks.
- Safe driving principles and practices.

**Skill to:**
- Operate a wide variety of hand and power tools and power equipment required for assigned trade work in a safe and effective manner.
- Operate a motor vehicle safely.

**Ability to:**
- Perform a full range of skilled lock repair and related maintenance and repair duties under minimal supervision.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned areas.
- Maintain and repair building systems.
- Analyze and diagnose lock malfunctions.
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Program electronic locks and locking devices.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Evaluate new products and recommend usage.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**
*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**
- Four (4) years of lock repair and related building trades experience. (Apprenticeship or specialized training)
- Two (2) years of security camera installation, repair, maintenance and troubleshooting experience and/or training.
- Two (2) years of specialized training in electronic locks and locking systems.
- Must be at least 21 years of age.

**Training:**
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by completion of a formal apprenticeship program.

**License or Certificate:**
- Possess an appropriate, valid driver's license.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*
- Please refer to the Job Analysis.

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