

## **LOCKSMITH TITLE SERIES DEFINITIONS**

### **I. DEFINITIONS**

#### **LOCKSMITH**

Employees in positions at this level work under close progressing to limited supervision, and through training, self-education and on-the-job experience progress towards mastery of locksmith trade knowledge and skills for the full range of locks and security systems for which the employee will be responsible. Employees apply knowledge of provisions of the Americans with Disabilities Act and applicable fire and safety codes to ensure that locks, doors and security systems comply with these regulations. Positions install, repair, replace, re-key, and adjust mechanical and electrical locks and electronic access control systems, and fabricate and install related door components and hardware. Examples of work performed include:

- installing and maintaining mortise and key-in-knob locks
- duplicating keys using hand and automatic key milling machines
- issuing keys and maintaining electronic or manual records of key-holders
- maintaining key inventories and work records
- replacing worn components of locks and cylinders
- re-pinning old and new pin tumbler lock cylinders
- performing complete door adjustments, including butts, strike plates and alignment
- devising master-subordinate key systems
- designing and implementing key code systems
- making keys by code, impression, or by hand
- installing and maintaining exit devices and panic door lock hardware
- installing hard-wired, battery-powered, and self energy-generating locksets
- working with vaults and safes
- installing proximity readers
- installing and maintaining electronic card access systems
- installing and maintaining handicap power door operators
- installing and repairing alarms and video monitoring systems
- repairing and fabricating parts using shop equipment such as lathes, milling machines, drill presses
- making repairs on magnetic door openers
- opening locks by means other than the use of the normal key
- preparing specifications for new construction and purchasing
- acting as locksmithing consultant for planning of new buildings

#### **LOCKSMITH - JOURNEY**

Employees in positions at this level work under general supervision and possess the necessary locksmith knowledge and skills to install, maintain and repair the locks and security systems for which the employee is responsible. Employees learn and master new locking systems as they are brought into use.

Duties and responsibilities are similar to those described in the definition of Locksmith, above, but at this level are performed independently with functional mastery of locksmith knowledge and techniques.

**II. RELATED TITLES**

Facilities Repair Worker  
Maintenance Mechanic  
Electronic Technician