TITLE: **LOCKSMITH**

DEFINITION: Under supervision, repairs and opens locks, makes keys and changes lock combinations.

EXAMPLES OF DUTIES:

- Disassembles locks, such as door locks, padlocks and safe locks and repairs or replaces worn tumblers, springs and other parts;
- Changes pin tumblers and inserts new pin tumblers into lock to change combination;
- Cuts new keys by code and duplicates keys using a key cutting machine;
- Installs panic hardware;
- Moves lock pick in cylinder to open door locks without keys;
- Keeps records of key codes, locks and keys;
- Installs new locks, door closers and repairs and services door closers;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Completion of an approved locksmith apprentice program and three years of journey-level experience as a locksmith.

A general knowledge of the California Fire Code as it pertains to hardware on exit doors.

A valid California motor vehicle operator license.

DESIRABLE QUALIFICATION:

Broad knowledge of Maddeco lock systems.

HISTORY:

Note: A police background check is required.
Approval/Adoption Dates: 05/06/82