

**The Maryland-National Capital Park and Planning Commission**

**TITLE: Locksmith**  
**SERIES: Building Trades**

**GRADE: T04 CODE: 5130**  
**DATE: 1/13/88**

**Class Definition**

Under general supervision, performs skilled locksmithing work, involving considerable responsibility, complexity and variety. Installs, maintains and repairs master key systems for Commission buildings and facilities. Installs and repairs locks in doors, cabinets, desks, safes and equipment. Makes new or replacement keys. On-call 24 hours to provide emergency service. Directs activities of Trades Helpers, Trades Trainees and Carpenters on major projects. Performs other related duties as assigned.

1. Plans work. Receives oral and written work orders for locksmithing projects. Reviews blueprints, inspects facilities and meets with managers to assess security needs. Estimates staff, tools, equipment, supplies and materials needed for each assignment.
2. Makes purchases. Reviews catalogs and meets with vendors to identify security equipment and supplies needed. Writes bid specifications. Obtains bids and price quotes. Writes purchase orders.
3. Provides master key systems. Plans master key systems to provide authorized access to individual rooms, parts of buildings, whole buildings, sets of buildings or all buildings in a designated area. Installs, maintains and repairs locks. Operates grinding equipment to make individual keys and various levels of master keys. Issues keys to authorized persons. Changes master key system periodically to maintain security.
4. Performs general locksmithing work. Installs, maintains and repair locks and exit devices in Commission buildings and other facilities. Makes new or duplicate keys. Removes broken keys and other material stuck in locks. Opens all types of locks. Sets or changes combination of safes and other combination locks. Responds to police requests on 24-hour basis to open locks when there may be danger to persons or property.
5. Performs minor carpentry work associated with lock and closer installations, repairs and maintenance. Removes and replaces or installs trim, thresholds, etc. Repairs or replaces hinges, patches holes, planes doors, repairs, replaces or installs window locks, hasps, etc.
6. Leads crew on major projects. Assigns and checks work of Trades

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Examples of Important Duties (continued)

Helpers, Trades Trainees and Carpenters to install locks and exit devices. Gives instruction on proper procedures and safety.

7. Keeps records. Maintains records of all locks and keys used in Commission. Maintains records of expenditures, materials used, work time and tasks completed on each project.
8. Drives truck to carry workers, equipment and supplies to job site.
9. Cleans and sharpens tools. Provides routine maintenance and repair of equipment and vehicles.

Important Worker Characteristics

- A. Good knowledge of (1) building codes; (2) carpentry; (3) Commission organization;\* (4) Commission policies and procedures;\* (5) fire codes; (6) locksmithing; (7) safety.
- B. Skill in operation of (1) hand tools; (2) locksmithing; (3) power tools; (4) truck.
- C. Ability to (1) apply principles to solve practical problems; (2) perform simple arithmetic; (3) read routine reports and correspondence; (4) read blueprints; (5) write routine reports and correspondence; (6) provide courteous service.

\* Developed primarily after employment.

Minimum Qualifications

1. Completion of an approved apprenticeship program in locksmithing, or four years of progressively responsible locksmithing experience and two years of locksmithing experience, or
2. An equivalent combination of education and experience.
3. Valid Maryland driver's license or the ability to acquire one.
4. Suitability to be bonded.

**Working Conditions**

Works in shop or job site. Some driving. On-call 24 hours.