

The Maryland-National Capital Park and Planning Commission

TITLE: Locksmith GRADE: T04 DATE: 5/30/2019
SERIES: Building Trades CODE: 2403 EEO: Skilled Craft FLSA: Non-Exempt

Class Definition:

Under general supervision, performs skilled locksmith work involving considerable responsibility, complexity and variety. Installs, maintains, repairs and inspects master key systems and electronic access devices for Commission facilities. Installs and repairs locks in doors, cabinets, desks, safes, and equipment. Cuts new and replacement keys. May direct activities of Trades Apprentices and Park/General Maintenance Workers or other lower-level staff. Applies knowledge of locksmith methods, materials and equipment, doors and hardware, master key systems, electronic access systems and automatic door-opening systems. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. The incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. The work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Plans and performs complex locksmith work to maintain and build new Commission structures; installs, maintains, diagnoses, repairs and troubleshoots locks, door hardware and exit devices. Makes new or duplicate keys; removes, repairs or replaces locks, door hardware or exit devices; opens all types of locks. Responds to emergency requests to open or repair locks and to secure doors and property; performs work associated with specialty locks, exit devices, door closers, door-mounted security devices, astragals, hinges and thresholds. Completes door repairs or replacements as required; may hang doors, installs panic hardware and door frames; determines unique construction design and materials necessary for historic structures.
2. Receives work orders for locksmith projects; reviews blueprints, construction plans and specifications; inspects facilities for lock, door and hardware issues and meets with managers, staff and immediate supervisor to assess security needs. Estimates staff, hours, tools, equipment, supplies and materials needed for each maintenance, repair or replacement assignment.
3. May perform diagnostics, general repairs or maintenance service on electronic access systems and automatic door-opening systems.
4. Maintains master key systems; works within master key systems to provide authorized access to individual rooms, parts of buildings, whole buildings, sets of buildings or all buildings in

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designated areas. Operates key cutting equipment to make individual keys and various levels of master keys; issues keys to authorized persons. Changes, records and updates master key system periodically to maintain security.

5. Assigns, trains and checks work of other Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers; provides instructions and assists with training on proper procedures, trade methods, and safety.
6. Cleans and maintains all hand and power tools; provides routine maintenance and repair of assigned equipment and motor vehicle. Takes assigned motor vehicle to garage for maintenance and repairs; drives motor vehicle to carry workers, tools, equipment and supplies to job sites. Loads and unloads motor vehicle of tools, equipment, supplies and materials; sets up tools and equipment for safe operation at work sites.
7. Makes purchases; reviews catalogs and meets with vendors to identify security equipment and supplies needed for lock, hardware and door projects. Assists with writing bid specifications; obtains bids and price quotes. Writes purchase requests.
8. Keeps computerized records; maintains records of all locks and keys used in Commission facilities. Maintains records of expenditures, stocks materials used, hours and tasks completed on each project; completes work documentation for each assignment.
9. Utilizes personal protection equipment such as respirator, foot and eye protection while performing duties; performs critical Americans with Disabilities Act (ADA) compliance work to remove barriers. Sets up equipment and tools safely at job sites and provides instruction on proper use and safety measures.
10. Keeps supervisor and others, as appropriate, informed of work activities, progress and problems.
11. Reviews technical manuals, attend training classes and use other sources of information to stay current on master key systems, electronic access systems, automatic door-opening systems and related equipment in use at the Commission.
12. Complies with Commission's practices regarding recycling and disposal.

Important Worker Characteristics:

- A. Good knowledge of: (1) locksmith methods, materials and equipment; (2) doors and hardware; (3) master key systems, electronic access systems and automatic door-opening systems; (4) Commission organization, policies and procedures*; (5) safety.

**Typically acquired or fully developed primarily after employment in this job class.*

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- B. Skill and ability in operation of: (1) locksmith tools; (2) hand tools; (3) power tools; (4) motor vehicles.
- C. Ability to: (1) perform simple arithmetic; (2) understand and maintain a master key system and associated codes; and (3) provide courteous service.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying principles to solve practical problems; installing, maintaining, diagnosing, repairing and troubleshooting locks, door hardware and exit devices.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information verbally so that others will understand. Examples include reading and writing routine reports and correspondence; reading and interpreting work orders, blueprints and specifications.
- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

Minimum Qualifications (MQs):

1. High School diploma or Certificate of General Educational Development (GED).
2. Completion of an approved Locksmith apprenticeship, or four (4) years of progressively responsible locksmith experience.
3. Two (2) years of journey-level locksmith experience.
4. An equivalent combination of education and experience may be substituted, which together total six (6) years.
5. A valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
6. Pass Commission medical examination.

Working Conditions:

Works in shop or at job site. Must be available on 24-hour callback for emergency need. Occasionally works in all weather conditions. Positions in this class occasionally remain in a stationary position, move about inside the office and outside, operate vehicles, tools and equipment, ascend and descend ladders and stairs, position self to complete manual work, pull and use fingers to perform locksmith work, communicate and exchange information with internal staff and the public, move equipment, tools and objects weighing up to 49 pounds.