

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Locksmith

Class Code: 5111

Pay Grade: 210

GENERAL CLASS DESCRIPTION:

Under general supervision, is responsible for security of all building doors, safes, vaults, files and locking devices, and grand master key systems through installation, maintenance and repair of a wide range of locking mechanisms and related hardware.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Installs, adjusts, recombines, services, and repairs all types of locking mechanisms, strikes, doors, and closers (may include electronic hardware and security systems).
2. Makes new keys from duplicate pattern keys using automated key cutting machines, and manually from codes.
3. Maintains a working inventory of all materials and equipment related to the trade requiring a specialized knowledge of application of building codes and safety related hardware.
4. Maintains files of combinations and codes for both combination and electronic locking devices.
5. Reads and interprets floor plans, as well as hardware and key schedules.
6. Participates in development of master key systems and coordinates institution's master key systems with factory systems.
7. Maintains records and generates reports from computer databases.
8. Assists in assigning the work and training apprentices.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position includes every duty listed, nor is it intended that related duties cannot be required.

Class Title: Locksmith

Class Code: 5111

Pay Grade: 210

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of building code requirements (ADA, OSHA, Fire Codes) as they relate to door width, height, closing force, proper seals, hardware, and etc.
2. Knowledge of the methods to install, repair, rebuild, rekey and recombine locks and of safe construction.
3. Knowledge of the operation and calibration of computerized key machines.
4. Skill in utilizing computer hardware and software to communicate electronically with customers, to research information, and to access records.
5. Skill in the use and manipulation of hand and power tools, including those unique to the locksmith trade.
6. Ability to use manual dexterity and physical coordination.
7. Ability to prioritize jobs and to respond to emergency situations.
8. Ability to communicate orally and in writing with staff, students, vendors, and the public.
9. Ability to lift and/or carry 50 pounds to move and/or replace doors.
10. Ability to maintain a system of accurate records and to prepare reports.
11. Ability to read and understand floor plans and blueprints.

MINIMUM ELIGIBILITY REQUIREMENTS:

Four years of experience in the trade, including apprenticeship.

REVISION EFFECTIVE: May 1, 2001