Classification Description

PINAL COUNTY
Enriching Lives Beyond Expectation

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

Classification: **LOCKSMITH**

Class Code: TBD

Department: Facilities

Pay Grade: 09

FLSA Status: Non-Exempt

JOB SUMMARY

Under basic supervision, performs journey/advanced level installation, maintenance, and repair of new and existing lock systems in commercial and institutional buildings owned by Pinal County.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Installs, adjusts, maintains, repairs, and replaces door locks, padlocks, tumbler locks, combination locks, electronic lock systems, and various lock hardware such as panic bars, door checks, latches, catches, fasteners, and door closures.
- Designs and maintains master keying systems, including sub-master and single keys, for detention and commercial applications (setup, rekeying, duplication, and cut-to-code).
- Maintains key control logs and records
- Troubleshoots, repairs, and installs all types of commercial door locking hardware and closers (panic hardware, mortise locks, ADA hardware).
- Troubleshoots, changes combinations, repairs and opens safes.
- Troubleshoots and repairs card access.
- Troubleshoots, repairs, rebuilds, and installs all types of detention locking security hardware.
- Fabricates innovative parts for use in repair and rebuilding of out-of-date sliding door mechanisms and electromechanical-locking devices.
- Orders, controls, and maintains inventory records; assigns all locksmith supplies and equipment.
- Makes emergency repairs to lock systems when on-call.
- May act as a lead to maintenance staff.
- Consults with project managers and contractors to ensure compliance to County specifications.
- Promotes and adheres to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Maintains absolute confidentiality of work-related issues, customer records and restricted County information.

- Performs other related duties as required.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or GED equivalent.
- Three (3) years of journey-level commercial or industrial locksmith experience.
- Completion of industry recognized locksmith vocational school or apprenticeship.
- Valid Driver's License with Arizona Driver's License within 30 days of hire.

Knowledge, Skills and Abilities:

- Knowledge of building security systems, locks, keys and alarm systems, repair and maintenance methods and techniques.
- Knowledge of proper tools and materials used to service and repair mechanical and electronic door locks.
- Ability to follow and enforce safety standards, including work in detention facilities and other secure areas.
- Ability to work independently to complete daily activities according to work schedule.

PHYSICAL DEMANDS:

The work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the ability to operate motor vehicles, man lifts, crouch, grasp, feel, finger, handle, reach, kneel, lift, push, pull, stand, stoop, speak, hear, and demonstrate visual and mental acuity. This position is subject to safety-sensitive random drug testing.

WORK ENVIRONMENT:

Work is performed in a dynamic environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs. Work may be performed in a detention setting. May be required to work nights, weekends, and or holidays and an on-call schedule.

Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.