

Summary of Duties : Repairs, rebuilds, and cleans locks, makes keys, establishes and maintains master key systems; and does related work.

Distinguishing Features : The work of a Locksmith is distinguished from that of other mechanical trades in that an employee of this class is a journey-level worker who specializes in setting up master key systems, changing combinations of locks, making keys, and repairing and rebuilding locks. To perform this work, a Locksmith uses key codes, depth keys, tracing machines, and various hand tools such as files, wire buffers, picks, and drills. A Locksmith works independently and receives only general supervision.

Examples of Duties : Makes keys by code and tracing machines for automobiles, padlocks, door locks, lockers, desk locks, and cabinet locks; installs, maintains, adjusts, services, repairs, and rebuilds all types of locking equipment including combination safe locks; operates key cutting machines; selects key blanks, cuts keys, and fits keys to locks; opens various locks when the keys are lost or broken in the locks; changes the combinations of locks; establishes and maintains master key systems for building locks, lockers, and padlocks; arranges and maintains duplicate key systems; maintains key records; adjusts and repairs panic door exit devices and hydraulic door closers and floor hinges; fabricates lock parts; maintains and adjusts key cutting machines; may provide information on all door hardware, including panic bars, locks, and alarm systems, for inclusion in contractors' specifications on new construction and remodeling; may enter data of all key assignments into a computer system; may bill tenants for key requests; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of, and skill in, the installation, maintenance, operation, repair, and rebuilding of all types of locks; a good knowledge of key code systems and the ability to decipher them; a working knowledge of the installation, adjustment, and repair of panic door exit devices and hydraulic door closers and floor hinges; the ability to set up master key systems and make master and change keys from them; the ability to read blueprints and specifications which relate to the location and types of locks; the ability to operate key code and tracing machines and to use depth keys; the ability to make and fit keys, open locked safe combinations and rebuild safes; the ability to lube and reassemble cylindrical locks, change combinations on combination padlocks; and the ability to pick locks.

Completion of a recognized three-year apprenticeship, or the attainment of journey-level rank as a locksmith, or five years of

full-time paid experience as a helper in the repair of locks and door closers, and in the establishment of key systems is required.

License : A valid permit to perform locksmith work, issued by the Los Angeles Police Department, may be required prior to appointment. A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting of less than five pounds and occasionally over fifteen pounds; hand and finger dexterity involved in activities such as handling and feeling; and good eyesight. Some of the positions in this class may be filled by persons missing one foot or leg who wear adequate prosthesis; with a partial hearing loss; or with a speech impediment which does not severely impair oral communication.

Persons with other medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.