

LOCKSMITH

General Statement of Duties and Responsibilities

Under supervision, does work relating to installation, maintenance and repair of locks and locking devices; performs related work.

Examples of Typical Tasks

Supervises and is responsible for the work of assigned personnel.

Removes, replaces, maintains, repairs and adjusts all types of locks and locking devices, including panel locks, vertical rod locking devices, cell block and prison cell locks, locker and cabinet locks, and safe and other combination locks. Installs locks and locking devices on wood and metal doors, kalamein doors, classroom doors, steel file cabinets and lockers, and on cell doors, gates, corridors, enclosures, etc., in prisons and detention areas. Repairs lock stile in wood, metal and kalamein doors, and makes necessary repairs to jambs and hanging stiles to reinforce hinges for proper operation of doors and locks.

Opens, repairs and drills safes and changes combinations.

Makes keys with or without duplicate and key change numbers; pick locks open and changes keys, if required; sets up and changes key combinations; changes cylinders; makes keys to fit grand master, group master and floor master combinations.

Instructs designated personnel in the operation of the key control system.

Keeps inventory records and prepares materials requisitions. Keeps job and other records.

LOCKSMITH (continued)

Qualification Requirements

1. Five years of full-time satisfactory experience as a locksmith; or
2. Three years of such experience as described in "1" above plus education at a locksmith, vocational, technical or trade school approved by a State's Department of Education or a recognized accrediting organization or full-time satisfactory experience as a Locksmith Apprentice or Trainee to make a total of five years of experience. Six months of acceptable experience will be credited for each year of relevant education or full-time experience as a Locksmith Apprentice or Trainee; or
3. Education and/or experience which is equivalent of "1" or "2" above. However, all candidates must have at least three years of experience as described in "1" above.

License Requirements

At the time of appointment, candidates must possess a valid New York City Locksmith License. This license must be maintained for the duration of employment.

Direct Lines of Promotion

From: None

To: Supervisor Locksmith
(90763)