

Locksmith

DEFINITION

This is journeyman level work dealing with a variety of locking devices and related components. An employee of this class is engaged in the maintenance and repair of various locking devices, security devices and associated hardware including those for doors, windows and office equipment. Under direction of a supervisor, assignments are in the form of oral instructions and/or written work orders. Routine day-to-day tasks are performed independently. Work is reviewed through inspections and operational tests of equipment. Supervision may be exercised over unskilled assistants and/or apprentices.

TYPICAL DUTIES *

Repairing, replacing or adjusting damaged or defective components of an entrance, exit, passage and fire door, including door closers, hinges, electric release mechanisms, door slabs and jambs.

Maintaining, repairing and installing all types of locks including keyless entry locks.

Changing lock key combinations by inserting new pins into locks.

Maintain and design master key systems for the City of Edmonton.

Making keys for locks, including code cuts.

Opening cylinders when keys are not available, including the use of a lock pick.

Maintaining and installing locks, door closers and emergency exit devices.

Replacing hinges and re-aligning doors.

Installing, maintaining and repairing electric strikes and electronic security hardware.

Servicing and changing combinations on safe and vault doors.

Operating a van to perform scheduled and unscheduled preventative maintenance work in various city locations.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the *Alberta Building Code*.

Knowledge of the fire code.

Knowledge of Civic security standards.

Knowledge of basic Locksmith practices and procedures.

Knowledge of the Alberta Occupational Health and Safety Guide.

Good mechanical ability.

Locksmith

- Good mathematical ability.
- An understanding of related computer systems.
- Good eye-hand coordination in order to work with small and intricate parts.
- Ability to understand and carry out oral and written instructions.
- Ability to read and understand blueprints and job specifications.
- Ability to work independently, managing daily work assignments including the purchasing of materials.
- Skill in the use and care of tools required to perform work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Certified Alberta Journeyman in the trade of Locksmith. Must be licensed under the Alberta *Security Services and Investigators Act* (SSIA). Must possess a valid Class 5 Motor Vehicle Operator's License.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10D</u>
Job Code	0088			
Grade	095			
Last Updated:	2012-06			
Previous Updates:	2001-06, 1995-09			
Originated:				