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 include every duty listed nor is it intended that related duties cannot be required.
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.