

**New York State Department of Civil Service**  
Division of Classification & Compensation

***Occ. Code 7202115***

**Maintenance Assistant (Locksmith), Grade 9**

Brief Description of Class

Maintenance Assistants (Locksmith) perform semiskilled work in the installation, maintenance, and repair of lock and key systems in State facilities.

Distinguishing Characteristics

Maintenance Assistant (Locksmith): non-competitive; as a semiskilled employee, performs the more routine, repetitive tasks in the service and installation of locks and other door and window hardware, and in the maintenance of related record keeping. Incumbents may also perform journey-level activities, under supervision, or after receiving detailed instructions, to learn and perfect their skills.

Generally, Maintenance Assistants (Locksmith) work under the supervision of a skilled trades or supervisory maintenance position; in turn, they may supervise Facility Operations Assistants 1 and other relatively unskilled workers in performing manual tasks involving elementary skills.

Related Classes

There are a number of other specialized maintenance assistant classes having parenthetical designations describing the predominant trade area in which the incumbent is assigned including carpenter, plumber and steamfitter, electrician, and mason and plasterer. Although incumbents of such classes may perform tasks normally associated with more than one trade, most of their time is spent performing tasks typical of the trade indicated by the parenthetical designation.

Incumbents of Maintenance Assistant positions without a parenthetical designating a trade specialty are usually found in relatively small maintenance staffs where such specialization is not desirable, or in maintenance pools where specialization is not efficient. However, incumbents may be assigned to tasks such as those described for any of the specialized positions of Maintenance Assistant.

Maintenance Assistant is distinguished from Facility Operations Assistant 1 by the latter's performance of relatively unskilled tasks in direct support of semiskilled

trades positions. Such tasks are performed under very specific instructions and the supervision of either a Maintenance Assistant or a journey-level trades worker.

Critical distinctions between the Maintenance Assistant (Locksmith) and Trades Specialist (Locksmith) are the latter's responsibility for all repair, maintenance, installation and record keeping activities concerning locking mechanisms at a State facility. In a facility where the workload exceeds the working capacity of the Trades Specialist (Locksmith), an incumbent may supervise one or more Maintenance Assistant (Locksmith) or Facility Operations Assistant 1 positions assigned to assist in the locksmithing operation.

### Illustrative Tasks

Under direction, a Maintenance Assistant (Locksmith) performs a variety of maintenance, repair, installation, and record keeping activities for lock and key systems in a State facility including:

- Removes inoperative locking mechanisms; disassembles, removes, and replaces defective parts, or removes debris causing malfunction.
- Installs new locks in doors, cabinets, and windows following the manufacturer's instructions.
- Maintains locks by disassembling, cleaning, oiling, and replacing worn or broken parts.
- Opens locks where no keys exist, or locks that are jammed.
- Makes new and duplicate keys.
- Keeps extra keys for locks.
- Keeps records to maintain the identity of locks and keys.
- Issues keys and key sets and keeps record of the transactions.
- May perform a variety of routine carpentry tasks related to lock and key systems, such as installing door and window hardware, installing door checks and sash fittings, and replacing broken panes and glazing windows.
- May install, repair, adjust and maintain electronic door locking devices and controls

### Independence of Operation

Maintenance Assistants (Locksmith) are usually supervised by a higher-level trades position, such as Trades Specialist (Locksmith) who determine work priorities, define the nature and extent of work to be performed, provide instructions and direction, provide resources for work projects, lay out and plan projects, assist in performing the more difficult tasks, train staff in skilled work, activities, evaluate performance, and inspect work in progress and upon completion. Maintenance Assistants (Locksmith) may perform the activities of this class with considerable independence when supervision is not available and are expected to perform routine activities with considerable independence.

### Communication

The nature of a Maintenance Assistant's (Locksmith) activities generally restricts relationships to employees working within the same organizational unit and to individuals for whom the State has custody or responsibility assigned to projects or work units. Such relationships are characterized by frequent oral and written communication in assigning work, providing instructions, and exchanging information. Written and oral communications with the general public are not typical of this class.

### Supervision Exercised

A Maintenance Assistant (Locksmith) may supervise work crews of relatively unskilled workers and/or individuals for whom the State has custody or responsibility by making assignments, giving instructions, and aiding in performing tasks.

### Minimum Qualifications

Non-competitive: Two years of full-time experience in locksmith work under the supervision of a skilled tradesperson; OR completion of a two-year technical school course in locksmithing at a school, institute, or branch of the Armed Services\*; or an equivalent combination of experience and training gained by completion of appropriate technical courses in locksmithing at a school, institute, or branch of the Armed Services.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was

written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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