

TENTATIVE

Occ. Code 7120140

TRADES SPECIALIST (LOCKSMITH), GRADE 12

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

A Trades Specialist (Locksmith), as a member of a maintenance team, installs, maintains and repairs locks and keys and other door or gate hardware, and compiles and maintains related records in a State facility.

DISTINGUISHING CHARACTERISTICS

A Trades Specialist (Locksmith) is characterized by the full-time performance of all repair, maintenance, installation, and record keeping activities concerning locking mechanisms at a State facility. In this capacity, incumbents use a variety of small hand and bench tools to repair and install locks, set lock cylinders, change lock combinations, manufacture parts of lock mechanisms and open jammed locks. Also characteristic of this class are activities concerned with estimating materials needed, and establishing and maintaining extensive lock and key record systems. A Trades Specialist (Locksmith) periodically performs maintenance tasks in assisting other journey level workers on the maintenance team. All positions are in the non-competitive jurisdictional class.

The Trades Specialist (Locksmith) classification is based on responsibility for installing and maintaining an entire facility's lock and key system and there should be only one such position classified at a facility. In the largest facilities where the work load exceeds the capacity of a single employee, a Trades Specialist (Locksmith) frequently supervises others in this work including semiskilled and unskilled workers.

RELATED CLASSES

Maintenance Assistants (Locksmith) are distinguished from the Trades Specialist (Locksmith) class in that incumbents function under the direct supervision of a Trades Specialist (Locksmith) in the performance of work. Their work includes the less complex tasks such as making keys; installing locks; issuing keys; maintaining records; and opening jammed locks or locks where keys are not available. They may repair locks, change lock combinations and inspect hardware when it is received.

In facilities where the repair, maintenance, installation and record keeping for a lock system is not a full-time job, other maintenance positions such as Trades Specialist (Machinist), Trades Specialist (Carpenter) and/or Maintenance Assistant (Carpenter) perform the activities described in this standard as part of their duties.

ILLUSTRATIVE DUTIES

Repairs locks that have become jammed or are otherwise inoperative.

- Using small hand tools, removes locking mechanism from doors, gates, cabinets, etc.
- Opens the lock and removes defective parts or debris causing malfunction.
- May manufacture springs, tumblers or levers to fit a specific lock.
- Inserts new part into lock mechanism.
- Adjusts tumblers and levers as necessary.
- May manufacture keys to fit the repaired lock.

Installs and maintains the lock and key system in a State facility.

- Using a variety of small hand tools and following manufacturers' instructions installs new locks in doors, windows, cabinets, etc.

- Periodically sets lock cylinders and changes combinations on locks.
- Computes changes in lock combinations and key changes to avoid duplication of combinations and records changes.
- Maintains locks by disassembling them, cleaning, oiling and replacing parts, and, as necessary, manufacturing parts such as screws and springs.
- Opens locks where keys are not available or locks are jammed.
- Makes new and duplicate keys as necessary.
- Keeps extra keys for locks in secure area.
- Estimates materials needed for lock and key system.

May perform carpentry tasks related to lock and key system.

- Installs doors and windows at facility.
- Installs door checks and sash fitting as necessary.
- Glazes windows as necessary.

- Estimates materials needed for these functions.

Establishes and maintains an extensive record system in order to avoid key and lock duplication and to ensure the required security of the facility and its contents.

- Records placement of locks, lock combinations and number of keys fitting each lock; adjusts records to reflect changes.
- Records information indicating person to whom keys and/or locks are issued.

INDEPENDENCE OF OPERATION

Trades Specialists (Locksmith) are supervised by higher level building trades positions such as Maintenance Supervisors or Trades Supervisors (Carpenter). Generally work priorities are prescribed, materials are furnished, the nature and extent of work to be performed is given, and plans, diagrams and specifications may be provided. However, in the absence of such direction, incumbents set priorities, requisition materials, determine work to be performed and determine plans, diagrams and specifications necessary. They also maintain extensive records of the location of locks, lock combinations and persons having keys and/or access to keys. The work of Trades Specialists (Locksmith) is

periodically inspected by the supervisor, but incumbents are expected to work with considerable independence that is typical of a skilled worker.

COMMUNICATION

The nature of a Trades Specialist's (Locksmith) activities generally restricts relationships to other employees within the maintenance department of a facility. On occasion, incumbents may be expected to orally communicate with administrators and others in the facility concerning problems with locks and keys, or to report the status of work in progress.

A Trades Specialist (Locksmith) may supervise one or two subordinates with the relationship being characterized by frequent oral communications in assigning work and providing instructions. Communications with the general public are not typical of this class. The activities of this class are basically thing-oriented and communication with others is not a classification factor.

SUPERVISION EXERCISED

A Trades Specialist (Locksmith) may supervise subordinate maintenance employees making assignments, giving written and oral instructions, diagrams and specifications, and observing and inspecting work performed to ensure

instructions, diagrams and specifications have been followed and the quality of work is satisfactory.

MINIMUM QUALIFICATIONS

Non-competitive: four years of full-time experience in locksmithing under a skilled journey level locksmith which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in servicing and repairing locks and related building hardware or training gained by completion of technical courses in locksmithing at a school, institute, or branch of the Armed Services may be substituted on a year-for-year basis.

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.