

## LOCKSMITH

GENERAL STATEMENT OF DUTIES: Perform a wide range of locksmith and electronic access system duties, including the installation, maintenance and repair of locks, doors and hardware; opening of locks on doors and safes; changing of lock combinations in state facilities. There are three classifications in this job. Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

### STATEMENT OF TASKS:

Disassembles locks such as padlocks, safe locks and door locks and repairs or replaces worn tumblers, springs and other parts;  
Changes pin lock cylinders and safe combinations;  
Removes broken keys and repairs malfunctioning locks;  
Cuts keys by code or duplication;  
Maintains key and combination records;  
Installs and repairs locks on furniture, cabinets and other items;  
Fits and installs doors and related hardware;  
Installs or repairs hydraulic door closers and electronic door operators using hand and power tools;  
Performs electronic access control programming and manages electronic access system databases;  
Installs, repairs and maintains electronic access control systems, components and hardware;  
Designs and develops access control applications;  
Orders parts and supplies and maintains inventory records;  
May assist in training lower-level workers or prisoners;  
Performs related work as assigned.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the standard methods, procedures and various types of locks and tools used in the installation, maintenance and repair of locks, doors and hardware;  
Knowledge of the latest locks, locking systems and electronic security devices;  
Knowledge of electronic access standard methods and procedures used in the installation and programming of electronic access systems;  
Knowledge of access equipment, card access control panels, card readers, infra-red readers and other electronic access equipment;  
Knowledge of typical control strategies utilized in electronic building access applications;  
Knowledge of the occupational hazards and safety precautions of locksmithing;  
Skill in the use and operation of various hand and power tools;  
Skill in the installation of locks, doors and hardware;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (cont.):

Skill in diagnosing the cause of lock and door malfunctions;  
Ability to study and comprehend new technology.  
Ability to work with a minimum of supervision;  
Ability to follow oral and written instructions;  
Ability to attend work regularly and work under stressful conditions;  
Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS:

High school diploma or GED **-AND-** four (4) years' experience as a locksmith in a commercial or government office space.

SPECIAL REQUIREMENTS:

Must possess valid Michigan driver's license.

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Human Resources Director

Date Established: February 2024