

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Locksmith

SERIES NO.:

5286

MAJOR AGENCIES:

Mental Health, Rehabilitation & Correction, Youth Services

EFFECTIVE DATE:

07/16/2000

SERIES PURPOSE:

The purpose of the locksmith occupation is to install, repair & replace locks & locking devices.

CLASS TITLE:

Locksmith

CLASS NUMBER:

52861

EFFECTIVE DATE:

07/16/2000

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of locksmithing in order to install, repair & replace locks & locking devices.

CLASS TITLE: Locksmith	CLASS NUMBER: 52861	BARGAINING UNIT: 006
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EFFECTIVE DATE:
07/16/2000

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Installs, repairs & replaces cylinder & key locks, door closers, panic bars &/or related locking hardware/devices, lubricates & adjusts locks & locking devices (e.g., changes combinations on safes; replaces tumblers &/or padlocks; repairs electronic locking devices; installs deadbolts; makes master locks & keys), makes new keys using various machinery (e.g., key duplicator, key cutter, grinder) for doors, cupboards, filing cabinets, medication cabinets & carts, fire alarm boxes & other items, maintains & repairs parts fabrication of locks in cell blocks, doors, cabinets &/or safes, & performs preventive maintenance on locks & doors (e.g., inspects locks for wear & malfunction; changes locking devices for security purposes; lubricates, aligns).

Operates personal computer to prepare & maintain work related records, documentation &/or reports (e.g., keeps records of all door locks within facility; maintains identification of keys; keeps records of keys issued; maintains inventory of parts, material & equipment needed & issued & prepares requisitions; prepares periodic reports & responds to information requests); repairs doors, frames &/or hinges if needed for lock repair; makes chits (i.e., identification tags) for employees, key rings, vehicles & other devices as needed.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; safety practices & applicable code standards (e.g., first aid, CPR, building codes)*; agency policies & procedures (e.g., key & tool control, administrative rules)*. Skill in word processing or typing*; locksmithing; operation of related power tools & machinery (e.g., key duplicator, key cutter, grinder, electric circuit testers); operation of personal computer*. Ability to carry out instructions in written, oral or picture form; read & interpret trade manuals & agency security guidelines; maintain accurate records; calculate fractions, decimals & percentages; demonstrate dexterity & use hands skillfully; lift &/or move up to 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in locksmithing; 3 mos. trg. or 3 mos. exp. in inventory control.

-Or equivalent Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Works indoors & outdoors; exposed to dirt, dust, grease, unpleasant weather, hot & confined work areas, loud noises, high voltage, dangerous inmates or unpredictable behavior of patients; subject to burns, cuts, bruises & electrical shock; may work on ladder.