

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Locksmith/Access Control Technician

Unit: Maintenance & Operations

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Job Code: E1435
Original Date: 01/1992
Last Revision: 07/2023
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 27

DEFINITION

Under the direction of the Director, Facilities Services, independently inspect, replace, maintain, adjust, setup, install, troubleshoot, and repair a wide variety of electronic and mechanical locking systems, computerized access control systems, keys, restricted keyways, and panic fixtures; make master and grand master keys; maintain a directory of locks, padlocks, and keys used within the District.

EXAMPLE OF DUTIES

1. Programming and issuing key cards, fobs, maintaining and updating access control databases, hardware, and components. Review key card requests for completeness and ensure access requested is appropriate for requestor's role/position.
2. Assure the security and safety of district equipment and facilities through inspection and proper maintenance of electronic and mechanical locking systems and closures. Establish and follow a preventive maintenance schedule.
3. Install, calibrate, troubleshoot, and repair network access control and locking systems, magnetic locks, circuit boards, egress motions detectors, security devices, such as cylindrical, mortise, dead bolt, dead latch, cabinet, or safe locks, as required.
4. Repair and install various types of exit and panic bar devices on double or single glass, metal, and wood doors.
5. Repair various types of door closures, such as floor, overhead concealed, and surface mounted; change arms and springs from left to right hand; replace springs and oil seals. Repair and replace door jams; work on alarm devices on door.
6. Operate keying code machines; interpret code manuals and set up a master and grand master keying scheme.
7. Pick locks on cabinets, safes, dead bolts, and locks when keys cannot be located; remove broken keys.
8. Cut keys by impression; duplicate keys; maintain records of keyways for district buildings.
9. Estimate labor and material costs; prepare job progress reports and maintain records.
10. Attend meetings, workshops, and training seminars as directed. Maintain journey level skills and abilities. Participate in District's emergency response plans, ensure job compliance with shop and occupational safety practices, including the OSHA Hazard Communication Standard, ADA, and EPA requirements.
11. Forecast and requisition materials and supplies; assure proper inventory levels.
12. Maintain computerized records for key control.
13. Repair and install flush extension bolts, door coordinators, and pivot sets.
14. Operate a district maintenance vehicle.

15. Provide work direction and guidance to journey level locksmiths and assistants as assigned.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- ADA requirements relating to locks and closures.
- Basics of modern office equipment and systems.
- Basics of alarm systems.
- Electronic access control devices and related hardware.
- EPA requirements related to area of specialty.
- Materials, equipment, and methods used and techniques of inspecting, replacing, maintaining, adjusting, and repairing a wide variety of locks, keys, panic fixtures, and closures.
- Methods and techniques of impressing keys, re-keying and picking locks, mastering and grand master keying.
- Operation of and maintenance of a variety of tools and equipment.
- Oral and written communication skills.
- OSHA Hazard Communication Standards.
- Principles of operation and the general design of a variety of keyways, locks, padlocks, and keys used in district facilities.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Establish and maintain effective working relationships with others.
- Establish keying schedules.
- Estimate cost, labor, and materials as necessary for replacement and repair of locks.
- Install, maintain, and repair a variety of locks and security devices.
- Lift 50 pounds.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Operate a truck, observing legal and defensive driving practices.
- Plan and organize work.
- Read drawings and work from plans and specifications.
- Safely use equipment associated with the locksmith trade.
- Understand and follow oral and written directions.
- Use initiative with minimum supervision to solve difficult and complex problems.
- Work independently with little direction.

License:

- Valid California driver's license.

Training and Experience:

- Any combination of training and experience equivalent to: certification in access control and security management, four years locksmith experience, including one year at journey level.

WORKING CONDITIONS

Physical Requirements:

Category I

Environment:

May include less desirable extremes working indoors and outside. Exposure to hazards of construction sites.

Work Day:

Persons in this class may be required to accommodate a flexible work schedule, including night work, call back and weekends as necessary.