

## **MAINTENANCE SPECIALIST – ACCESS CONTROLS/LOCKSMITH**

### **DEFINITION**

Under direction, independently performs the most difficult and complex journey-level trade duties as a maintenance specialist – access controls/locksmith; installs, repairs and maintains standard to complex lock and key systems, door hardware, and electronic access controls; administers a master record system of keys and locks; maintains and oversees district-wide access control system; performs semi-skilled duties related to other maintenance trade areas; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialist level, skilled maintenance class in the Maintenance Support Series within the Yosemite Community College District (YCCD). Incumbents in this class work independently and perform complex journey-level duties related to access controls and locksmith. Incumbents utilize specialized skills that have generally been obtained through technical education and/or substantial on-the-job experience.

This class can be distinguished from the lower-level class of Maintenance Technician because incumbents in that class perform semi-skilled maintenance duties that often span multiple maintenance trade areas. It can be distinguished from higher-level Maintenance Lead classes because incumbents in those classes serve as lead workers by assigning, directing and monitoring the work of subordinate skilled and semi-skilled staff on a regular, project or assignment basis.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the supervisor.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time and/or part time employees on a project or assignment basis.

### **DUTIES:**

- Interprets master keying guide; uses appropriate discretion and special knowledge of access controls and lock systems to preserve the integrity of the district's master key system while meeting campus requests.
- Ensures adherence to district policies and procedures, objectives, quality assurance and safety standards.
- Creates, updates, maintains, and audits key and electronic access database on a continuous basis.
- Installs, maintains, repairs and adjusts different types of building locks, reload cylinders, door closers, digital entry systems, automatic doors and controls, power supplies, motion detectors, transmitters and electric strikes.

- Cuts keys with or without patterns and guides and issues access for authorized personnel in accordance with district approval process.
- Assists with determining locking and access system requirements for building renovations and new construction.
- Determines established applicable hardware specification's for locks and locking devices by interpreting hardware schedules, blueprints, plans, sketches, work orders, etc.
- Repairs and removes obstructions to open locks; removes broken keys and foreign objects from locks.
- Changes lock combinations and prepares a record of the combination changes; programs special keypad locksets with names, times and entry status.
- Maintains security of lock shop, maintains security of key codes and all mechanical security systems, and surveys building locks and locking systems to assure adequate building security.
- Requisitions key blanks and lock parts; maintains an appropriate inventory of locksmith supplies and materials.
- Plans, organizes and lays out assigned tasks; estimates labor and material project costs.
- Maintains a variety of records including those related to preventive maintenance and service performed.
- Performs semi-skilled duties related to other maintenance trade areas.
- Performs other related duties as assigned.

## **TYPICAL WORKING CONDITIONS**

- Work typically occurs in both indoor and outdoor environments. Duties may involve exposure to hot, cold, wet, humid, or windy conditions caused by weather; travel from site to site; and exposure to potentially hazardous chemicals, noise, dust and fumes.

## **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### **Knowledge of:**

- Skilled methods, techniques, supplies, materials, and equipment utilized in the locksmith trade, including complex access and control systems; work pertaining to facility, building, and equipment maintenance, repair, and construction.
- Key management software, Microsoft Office software and able to learn and use institutional software systems.
- Legal mandates, policies, regulations, and guidelines pertaining to the maintenance, repair, and construction of public facilities, office buildings, and equipment.
- Principles and procedures of routine preventive maintenance.
- Occupational hazards and standard safety practices.

**Ability to:**

- Drive a service vehicle to and from work sites.
- Operate a variety of manual and motorized tools.
- Accurately estimate time and material costs.
- Perform highly skilled and complex craft maintenance functions.
- Interpret blueprints, plans, drawings, schematics, and other data pertaining to the maintenance, repair, and construction of facilities, office buildings, and equipment.
- Ensure accuracy and maintenance of assigned record-keeping systems.
- Understand and carry out oral and written directions with minimal accountability controls.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted during the course of the work.

**Licenses and Certificates:**

- A valid license to drive in California is required.

**Physical and Mental Standards:**

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasionally lift objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Possession of a High School diploma or GED.
- Experience: Two years performing semi-skilled duties as a locksmith.
- Substitution: Completion of an approved vocational training course in commercial locksmith techniques may substitute for one of the above-required years of experience.

**Special Requirements:**

- None