

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**LOCKSMITH**

**JOB DESCRIPTION**

Employees in this job perform a wide range of locksmith and electronic access system duties.

**Position Code Title - Locksmith-E**

Locksmith 7

This is the entry level. The employee performs a range of Locksmith assignments while learning the methods of the work.

Locksmith 8

This is the intermediate level. The employee performs an expanding range of Locksmith assignments in a developing capacity.

Locksmith E9

This is the experienced level. The employee performs a full range of Locksmith assignments and uses independent judgment to make decisions in specific work situations.

**Position Code Title - Locksmith-A**

Locksmith 10

This is the advanced level. The employee functions as a crew leader overseeing the work of lower-level Locksmiths, prisoners, and/or others and performs experienced-level Locksmith assignments; or, as a senior worker performing duties which have been recognized by Civil Service as having greater complexity than those assigned at the experienced level.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Installs, repairs, and replaces locks and safes.

Changes pin lock cylinders and safe combinations.

Cuts keys by code or duplication.

Maintains key and combination records.

Fits and installs doors and related hardware.

Installs or repairs hydraulic door closers and electronic door operators.

Performs electronic access control programming and manages electronic access system databases.

Installs, repairs, and maintains electronic access control systems.

Designs and develops access control applications.

Orders supplies and maintains inventory records.

Assists in training others in work techniques.

Performs related work and other tasks as assigned.

### **Additional Job Duties**

#### **Locksmith 10 (Crew Leader)**

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

#### **Locksmith 10 (Senior Worker)**

Regularly performs the most complex and difficult assignments in the work area.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge is required at the entry level, 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.

Knowledge of the standard practices, materials, tools, and equipment used in the work.

Knowledge of standard methods, procedures, and equipment used in the installation and programming of electronic access systems.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Skill in the use of tools and equipment of the locksmith trade.

Skill in diagnosing, repairing, and installing locks, doors, and hardware.

Ability to study and comprehend new technology.

### **Additional Knowledge, Skills, and Abilities**

#### **Locksmith 10 (Crew Leader)**

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

#### **Locksmith 10 (Senior Worker)**

Ability to perform the most complex assignments.

### **Working Conditions**

Some jobs require direct contact with prisoners.

### **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

### **Education**

Education typically acquired through completion of high school.

## **Experience**

### **Locksmith 7**

No specific type or amount is required.

### **Locksmith 8**

Two years of experience assisting in the locksmith trade.

### **Locksmith E9**

Four years of experience in the installation, maintenance, and repair of locks, including two years equivalent to a Locksmith 8.

### **Locksmith 10**

Five years of experience in the installation, maintenance, and repair of locks, including one year equivalent to a Locksmith E9.

## **Alternate Education and Experience**

### **Locksmith 8 - 10**

Completion of a recognized program in vocational training for locksmithing may be substituted for two years of experience.

## **Special Requirements, Licenses, and Certifications**

See individual position descriptions.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

LOCKSMITH

### **Job Code Description**

LOCKSMITH

### **Position Title**

Locksmith-A

Locksmith-E

### **Position Code**

LOCKSMTA

LOCKSMTE

### **Pay Schedule**

A31-012

A31-029

JZ

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