

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LOCKSMITH

JOB DESCRIPTION

Employees in this job 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; and the changing of lock combinations in state facilities.

There are three classifications in this job.

Position Code Title – Locksmith-E

Locksmith 8

This is the intermediate level. The employee performs locksmith work under the direction of a higher-level Locksmith while developing locksmith skills and performing other essential trade duties.

Locksmith E9

This is the experienced level. The employee performs a full range of locksmith assignments using independent judgment to make decisions requiring the application of procedures and practices to 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, or others and performs journey-level locksmith assignments; or, as an advanced locksmith performing duties which have been recognized by Civil Service as having greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the 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.

Repairs and opens locks and safes.

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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.

Additional Job Duties

Locksmith 10 (Lead Worker)

Assigns work to lower-level Locksmiths, Trades Helpers, or prisoners.

Provides instruction and training in the proper methods and processes to carry out locksmith assignments.

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

Locksmith 10 (Advanced Worker)

Performs on a regular basis a wide range of complex electronic access systems duties.

Performs on a regular basis a variety of locksmith duties which have been recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: 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 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.

Skill in diagnosing the cause of lock and door malfunctions.

Ability to study and comprehend new technology.

Additional Knowledge, Skills, and Abilities

Locksmith 10 (Lead Worker/Advanced Worker)

Knowledge of complex electronic access security system administration.

Ability to train and instruct others in the work.

Ability to assign work to employees.

Ability to prioritize and evaluate the work of others.

Ability to organize and coordinate the work of the unit.

Working Conditions

Some jobs may require direct contact with prisoners.

Physical Requirements

Some jobs may require an employee to bend, reach, or stoop for extended periods of time.

Education

Educational level typically acquired through completion of high school.

Experience

Locksmith 8

Two years of experience in a learning capacity assisting and performing locksmith activities under the direction of experienced and advanced-level locksmiths.

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 E9

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

Special Requirements, Licenses, and Certifications

None.

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

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LOCKSMITH

Job Code Description

Locksmith

Position Title

Locksmith-E

Locksmith-A

Position Code

LOCKSMTE

LOCKSMTA

Pay Schedule

A31-009

A31-012

ECP Group 1
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BG