

Class Concept

Work in this class involves the complete range of locksmith and electronic access system tasks, from the duplication of keys to the layout of major keying systems. Work requires a complete understanding of the various locking systems available, their design, and modification. Work may require meeting with architects and department heads to discuss locking needs, establishing new keying systems, making large scale renovations or additions to existing systems, reviewing blueprints, and approving hardware or software schedules for new and renovated buildings.

Work in this class requires independent diagnosis and decisions of when to repair or replace various locks and door hardware, layout master and sub-master keying systems, and selecting supplies, locks, and equipment needed for shop operation and to maintain the security of the given institution or agency. Work may also include the planning and scheduling of work for one or two subordinate employees performing locksmith work.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of master keying systems.
- Considerable knowledge of the standard practices and methods of the locksmith trade.
- Demonstrated ability in making minute filings and insertions.
- Ability to maintain key records and security of keys, patterns, and combinations.
- Ability to follow oral and written instructions.
- Ability to maintain security and integrity of lock systems.
- Ability to lay out keying systems.
- Ability to supervise projects.
- Ability to supervise staff.

Minimum Education and Experience

High School or General Education Development (GED) diploma and three years' experience in the repair or replacement of locks, including experience in the layout of major keying systems, or equivalent required.

Necessary Special Qualifications

Pursuant to GS 74F, all employees in this job class must be licensed as a locksmith by the NC Locksmith Licensing Board.