

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Maintenance Mechanic – Locksmith

BASIC FUNCTION: Under the supervision of the area Manager, performs journey-level locksmith duties in the installation, repair and maintenance the electronic locks, locks, keys, related parts and hardware; and maintains the data base for key control.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Controls and maintains Riverside City Campus as well as District office building security.
2. Understands and applies ADA (American disability act) compliancy as it relates to the locksmith trade.
3. Must have knowledge of local, state, and federal building and fire codes at they relate to the locksmith trade.
4. Must maintain computer data base for key control.
5. Performs journeymen-level locksmith duties in the installation, repair and maintenance of electronic, computer automated, and non-electronic locks and related parts; installs, repairs and maintains the District office locking systems including locks, keys and related parts and hardware.
6. Develops and implements methods for key inventory control and security, re-keying of sites, key issuance and daily lock shop operation; receives and records supplies and materials according to established procedures.
7. Assist in the electrical, plumbing, and carpentry trades.
8. Repair, open and remove locks; disassemble locks; clear keyways of obstructions; repair, replace and altar worn tumblers, springs and other parts; re-key and re-combinate locks.
9. Re-pins new and existing padlocks and cylinders to the master key system.
10. Researches and recommends new or replacement parts for all door hardware and parking meters.
11. Repairs and replaces electric automated door openers and related hardware.
12. Operates a variety of equipment, tools and machines such as drill press, welders, grinders and hand tools; operates a vehicle.
13. Installs, repairs, and maintains panic bars, door closures and other exit hardware; repairs door locking mechanisms and school lockers; installs handicapped access doors consistent with the Americans with Disabilities Act.
14. Assists in labor and material estimations for projects; prepares and maintain work orders, records and reports related to work performed.
15. Operates and makes signs with the computer controlled sign machine.
16. Communicates with administrators, skilled maintenance personnel, contractors and others concerning construction, maintenance and repair issues.
17. Respond to emergency key needs when keys are lost or locks are broken.
18. Participates in District-provided in-service training programs.
19. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
20. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: One year of skilled or journeyman experience in the locksmith field, together with building construction and maintenance work, is required. Mechanical ability is required.

LICENSES/CERTIFICATIONS: Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

KNOWLEDGE OF: Tools, equipment, and materials of locksmith field; computer data base systems.

ABILITY TO: Perform manual work and to handle equipment carefully; work from blueprints and rough sketches; understand oral and written instructions; work harmoniously with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of locksmith equipment. Must be able to lift up to 50 pounds.

WORKING CONDITIONS: Maintenance environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.