

Lock System Specialist Senior

Job Code
3292N2

Job Title
Lock System Specialist Senior

Pay Grade
21

CONCEPT:

Maintaining locking systems, repairing electrical and mechanical locks, replacing locks and making keys.

TASKS:

- Sets or resets lock cylinders to provide a key system to ensure security of buildings or rooms; selects and specifies the lock systems to be used in new buildings; install new locks or replaces an entire lock system.
- Installs new locks; repairs, replaces, and maintains existing locks in order to ensure security of rooms, buildings, and equipment. Establishes key patterns and installs key systems to be used for new buildings; replaces entire lock systems in existing buildings; disassembles locks, removes worn-out parts, repairs or replaces springs, or pins; reassembles and installs in order to provide a key system to ensure security of buildings and rooms.
- Maintains master lock and key records; orders supplies for key and lock repair work
- Maintains the operating system of the various security and cellhouse locking systems within the institution; removes worn or pitted parts from locks; reworks or fabricates parts and replaces worn or broken parts of the locking system.
- Supervises and assigns work to employees in electronic work and trains employees in electronic locking systems.
- Supervises and performs special project assignments such as a comprehensive rekeying program which may include Great Grand Master, Department Master, Floor Master, and individual keying.
- Maintains a current inventory of locking device parts critical to daily operation (key blanks, casting, cables, etc.) to ensure prompt repair or replacement.
- Maintains inventory of necessary materials; keeps inventory records and preventive maintenance records; purchases equipment and materials needed to shop operations.
- Works from blueprints to identify proper room numbers to cross reference with proper keying; figures estimates on labor and materials.

LEVELS OF WORK

- Class Group consists of one class.

Lock System Specialist Senior – Performs skilled and supervisory work planning, implementing and maintaining a secure lock system for a large facility with responsibility for security of students, patients, inmates, drugs or toxic materials, computer and telecommunication systems, research materials, and safekeeping of valuable materials or objects. The work entails knowledge of varied and unique lock systems and the ability to perform skilled work in complex locking systems and to train others in repair and maintenance of such systems.

Minimum Requirements: Two years of experience in locksmithing and/ or electronic locking systems. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 6/16