

SENIOR MAINTENANCE MECHANIC I (LOCKSMITH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent performs a wide variety of journeyman level locksmith maintenance, repair and installation, including the lay out of jobs sufficiently complex to require advance planning. The more complex jobs may require detailed instructions, blueprints, sketches from an engineer or technician. In most instances, work results from written or oral instructions. The journeyman is fully proficient in the skills and practices of the trade, with full knowledge of the principles, tools and techniques. The journeyman may work alone, function as lead worker or part of a crew on specific projects and may supervise a number of lower level maintenance and labor employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Repairs, installs and retrofits locks for interior and exterior building doors, for cabinets, desks, lockers, machines, etc.;

Repairs, installs and retrofits door checks, door travel restrictors, door coordinators, related door hardware, panic exist devices, self-contained exit door alarms and locks, etc.;

Fabricates hand tools and parts for lock mechanisms from a variety of materials when commercial items are not available;

Catalogs, indexes and prepares simple key control cabinets for the use of others;

Duplicates keys for a wide variety of locks;

Code cuts and hand files first keys and cuts keys to original factory specifications;

Keys and re-keys a variety of locks to one to five levels of keying, to close tolerance;

Maintains work area in a clean, orderly and safe condition;

Maintains record of jobs completed, materials used and make reports, as required;

Requisitions supplies;

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required;

Depending on work location, may operate equipment and devices, participate in snow removal, etc., as assigned;

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques and terminology associated with the locksmith trade; good knowledge of the accident and safety precautions of the trade; ability to carry out the various specialized locksmith techniques with a high degree of skill; ability to read blueprints and sketches; ability to follow written and oral instructions; ability to get along well with others; resourcefulness in work performance; initiative; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school or equivalency diploma and four years experience in the trade; or (b) six years work experience, four of which must have been in the trade; or (c) a satisfactory equivalent combination of training and experience defined by the limits of (a) and (b).

SUBSTITUTION: Graduation from an established locksmith correspondence course* may be substituted for two years experience in the trade.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Depending on assignment, possession of a valid New York State Driver's license appropriate for the type of motor equipment being operated, if required. If assigned to drive heavy motor equipment, as defined in the Commercial Motor Vehicle Safety Act, incumbents will be required to possess a Commercial Motor Vehicle license with required endorsements.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.