



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LOCKSMITH II	31	G	9.431
LOCKSMITH I	30	G	9.418

SERIES CONCEPT

Locksmiths are responsible for the maintenance of the entire master key system for a major facility and the installation and maintenance of locking devices and systems including bored cylinder, tumbler, electronic, magnetic, high security, and pushbutton combination locks, door and lock alarm sensors, and panic exit devices.

Develop and maintain the master key system for the facility to ensure security; meet with agency staff regarding keying requirements; develop a keying schedule manually or through use of a software program; issue and maintain records of keys issued; and update the master key system as offices and buildings are remodeled and locksets are repinned.

Install locksets including bored cylinder, electronic, magnetic, and pushbutton combination locks, panic exit devices, cabinet and desk locks, door and lock alarm sensors, and padlocks in order to provide and maintain security.

Maintain and repair locks, door closers, door and alarm sensors, and associated door hardware; inspect, clean, adjust and lubricate parts and mechanisms and repair or replace worn or damaged devices and door hardware in order to maintain locking systems in proper working order.

Repin locks to maintain security; remove the cylinder; assign an appropriate pin code; repin the cylinder; cut keys; and change the keyway of a building to make former keys inoperable as required.

Develop specifications for construction and remodeling jobs and order required materials that are in compliance with Americans with Disabilities Act, building codes, and other requirements; order replacement locksets and equipment to maintain adequate level of inventory.

Open and repair vaults and money safes; unlock vehicles and file cabinets; originate keys to replace lost ones, and duplicate keys by code or through use of a duplicating machine as requested by agency staff.

Perform related duties as assigned.

CLASS CONCEPTS

Locksmith II: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, serve as a leadworker and provide technical assistance to higher level staff in determining future needs and requirements. In addition they either:

- 1) in a large and complex environment such as a university, incumbents provide work direction for lower level Locksmiths; provide training and technical assistance; assign and review work; and provide input to performance evaluations. Incumbents also design appropriate locking systems that allow access only to authorized personnel to secure research data and findings, hazardous materials, biohazards, radioactive materials, and live specimens located in research laboratories; medical treatment facilities and

CLASS CONCEPTS (cont'd)

Locksmith II: (cont'd)

- 1) (cont'd)
pharmacies; museums containing irreplaceable documents and artifacts; and vaults and safes containing tuition fees, sales receipts and other funds; or
- 2) in a correctional environment, function as a leadworker for an inmate crew on a regular and recurring basis and document inmate performance through completion of periodic performance reports. They are also responsible for implementing security procedures which include securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, and equipment.

This is the advanced journey level and is distinguished from Locksmith I by the leadworker responsibilities; a higher level of judgment and decision-making required; and the independence with which duties are performed.

Locksmith I: Under general supervision, incumbents are responsible for the maintenance of the entire master key system for a major facility and perform the full range of duties described in the series concept. This is the journey level in the series. Incumbents may provide work direction to Maintenance Repair Workers and other lower level staff as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

LOCKSMITH II

EDUCATION AND EXPERIENCE: Completion of a recognized locksmith apprenticeship program followed by one year of journey level locksmithing experience; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Locksmith I in Nevada State service. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: electronic and automated locking devices and systems; workplace safety rules and regulations. **Ability to:** order replacement locksets and equipment to maintain the proper level of inventory; organize and coordinate the work of others; prepare documentation concerning the performance of assigned personnel; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: principles and practices of training and work direction; agency policies and procedures regarding security and key control. **Ability to:** design and install locking mechanisms and systems in a complex facility; enforce safety, security and custodial measures for the supervision of inmates; plan and organize major projects and delegate work to subordinates.

LOCKSMITH I

EDUCATION AND EXPERIENCE: Completion of a recognized locksmith apprenticeship program; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods, materials, tools, and machinery used in locksmith work; operation and components of cylinder, tumbler, electronic, magnetic, safe, vehicle, and pushbutton combination locks.

MINIMUM QUALIFICATIONS (cont'd)

LOCKSMITH I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)

Ability to: establish and maintain a master key system for a major facility; prepare requisitions for supplies and develop specifications for locks; read and interpret service manuals and code books; work independently and follow through on assignments with minimal supervision; maintain the security of locking systems. **Skill in:** installation, alteration, and repair of a wide variety of locks, locking systems, and related door hardware; key identification and duplicating keys by code; use of the tools and machines used in locksmith work; impressing and shimming locks. (*See Special Requirement*)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency and division rules, policies, and procedures regarding access to facilities and equipment; Americans with Disabilities Act; building codes and other requirements. **Ability to:** determine the locking system best suited to the needs of the agency and intended use of the facility; estimate and order materials required for work unit operations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.431</u>	<u>9.418</u>
ESTABLISHED:	7/1/91P 11/29/90PC	8/31/73
REVISED:		7/1/91P 11/29/90PC
REVISED:	9/19/03PC	9/19/03PC
REVISED:	2/10/06PC	2/10/06PC