

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005047
Grade 18**

LOCKSMITH

DEFINITION OF CLASS:

This is skilled work installing, repairing, and maintaining all types of mechanical and electrical door and equipment locks. Contacts are with County employees of all levels to coordinate installation and repair, exchange information, and solve problems. An incumbent of this class provides limited direct service or assistance to the general public.

An employee in this class is responsible for installation, service, and maintenance of all types of door, window, and equipment locks (including Detention Center locks), both mechanical and electrical; door panic hardware; door closers; and similar security devices. An incumbent is also responsible for maintaining control of keying systems for all County facilities. An incumbent completes assignments independently, choosing the appropriate procedures, supplies, and tools. The work is evaluated for proper key control and proper installation, functioning, and repair/replacement of locks and related hardware; the methods used in the work are not reviewed in detail. An employee uses established manufacturer's specifications, trade references, building and fire codes, and County procedures in performing the work, selecting and applying appropriate guides. The complexity of the work is characterized by the analysis of the security situation and determination of correct installation and repair procedures for a wide variety of electrical and mechanical locks and associated hardware. The work of an employee in this class partially provides for the safety of employees and visitors and security of all County Government facilities and equipment by maintaining properly functioning locks and controlling access to keys. The work is performed throughout County Government buildings, including the correctional facilities. An incumbent is regularly exposed to incarcerated individuals, as well as some risks in the use of a variety of mostly hand held power and manual tools, which may require the occasional utilization of safety equipment such as goggles. The work requires light physical effort such as long periods of standing; recurring bending, crouching, or stooping; and lifting of light (up to 20 pound) objects. An employee is required to respond to after-hours emergency service calls and may be placed on stand-by duty during severe weather or other urgent conditions.

EXAMPLES OF DUTIES: (Illustrative Only)

- Installs, repairs, and maintains tubular, cylindrical, mortise, rim, push button, and card key or other electronic type door locks and assorted window and equipment locks used in residential, commercial, and industrial County facilities without disrupting user agency activities. Cleans and repairs locks by replacing pins, springs, and other parts. Re-keys locks.
- Installs, repairs, and maintains electrical, mechanical, and electronic locking systems in correctional or other secured facilities while areas are occupied.
- Installs, repairs, and adjusts all types of door panic hardware, door closers, door pivots on aluminum/glass doors and locks in compliance with building and fire codes, ensuring that all locks and panic bars operate properly.

- Uses lock picking tools and equipment to open all types of mechanical and combination locks.
- Resets all types of combination locks, including safe locks.
- Installs, repairs, and maintains safe locks.
- Establishes and maintains a County wide key control system which includes indexing and filing grand master, master and control keys for all County facility locks, making copies of master keys for authorized personnel, and maintaining records of keys filed and issued.
- Responds to lock related after-hours emergency service calls and to severe weather watch/warning emergencies when called.
- Instructs lesser skilled employees in basic lock and associated equipment installations/repairs.
- Prepares records of work accomplished and equipment and materials used.
- Drives a light vehicle to haul materials and transport other employees to job sites.
- May make replacement parts for locks.
- Consults with security, builders, contractors or other facilities personnel concerning the proper locks to choose for County facilities.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the techniques of installation, repair, and maintenance of a wide variety of tubular; cylindrical (pin tumbler, wafer, or high security); push button, or card key door, window, and equipment locks and locksets; padlocks (warded, lever, disc and pin tumbler); some combination locks (including safe locks); electronic locks; and mechanical and electromechanical locks used in correctional facilities.
- Considerable knowledge of the tools of the locksmith trade; some knowledge of the tools of the carpentry trade.
- Knowledge of the advantages and disadvantages of various key and combination locks.
- Knowledge of master keying, key types and blanks, and impressioning.
- Skill in locating trouble, disassembling, repairing or replacing parts, reassembling, and reinstalling a wide variety of locks and bolts.
- Skill in using micrometers to measure depth of cuts and pin sizes.
- Skill in lock opening techniques.
- Skill in duplicating keys.
- Skill in using and maintaining a variety of hand tools and power tools such as files, picks, tweezers, various pliers, punches and cold chisels, hacksaws, wrenches (tension, Allen, and spanner), key duplicating and coding machines, grinders, buffers, stamping machine, small vise, and drills with various bits.
- Ability to establish and maintain a key coding and control system for all County facilities.
- Ability to read and interpret code books for lock systems for file cabinets, desks, safes, doors, etc. in order to determine proper key cut sizes.
- Ability to read and follow manufacturer's diagrams and instructions for repair and installation of locks and associated hardware, such as door closers and panic bars.
- Ability to use basic arithmetic as necessary to accomplish job tasks.
- Ability to plan and carry out work tasks with minimum supervision.
- Ability to examine locks to determine if they have been tampered with.
- Ability to operate a two-way radio.
- Ability to use or fabricate specialized tools such as plug holders, follow throughs, broken key extractors,

and pin feelers.

- Ability to occasionally manipulate heavy aluminum/glass doors.
- Ability to wear and use protective clothing and equipment (such as goggles) when occasionally exposed to dust, fumes, airborne particles, or other irritants to eyes, nose, ears, and respiratory system.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years skilled experience in the Locksmith trade.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

Physical Ability: Ability to stand for long periods; frequently crouch, bend, or stoop; carry weights of twenty-five (25) – fifty (50) pounds; and occasionally work outdoors in all types of weather.

Special Requirements: Applicant must possess personal integrity as determined by an investigation conducted by the Montgomery County Government and be qualified for bonding.

LICENSE:

- Possession and maintenance at all times of valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: November 1988

Classification Study: May 1991 (M)

Classification Study: October 2002 (M)

April 2010

August 2013