



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

ACE

Locksmith

SERIES PURPOSE: The purpose of the Locksmith occupation is to install, repair, and replace locks and locking devices.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of locksmithing in order to install, repair, and replace locks and locking devices.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Installs, repairs, and replaces cylinder and key locks, door closers, panic bars and/or related locking hardware/devices; lubricates and adjusts locks and locking devices; changes combinations on safes; replaces tumblers and/or padlocks; repairs electronic locking devices; installs deadbolts; makes master locks and keys; makes new keys using various machinery for doors, cupboards, filing cabinets, medication cabinets and carts, fire alarm boxes, and other items; maintains and repairs parts fabrication of locks in cell blocks, doors, cabinets and/or safes, and performs preventive maintenance on locks and doors; inspects locks for wear and malfunction; changes locking devices for security purposes; lubricates, aligns.

Operates personal computer to prepare and maintain work related records, documentation, and/or reports; keeps records of all door locks within facility; maintains identification of keys; keeps records of keys issued; maintains inventory of parts, material, and equipment needed and issued and prepares requisitions; prepares periodic reports and responds to information requests; repairs doors, frames, and/or hinges if needed for lock repair; makes chits for employees, key rings, vehicles, and other devices as needed.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Effective 11/05/2024

Knowledge of: inventory control; safety practices and applicable code standards*; agency policies and procedures such as key and tool control, administrative rules*.

Skill in: word processing or typing; locksmithing; operation of related power tools and machinery; operation of personal computer.

Ability to: carry out instructions in written, oral, or picture form; read and interpret trade manuals and security guidelines; maintain accurate records.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED; one year of experience in locksmithing; experience in inventory control.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

MEDIUM: work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

UNUSUAL WORKING CONDITIONS: Works indoors and outdoors; exposed to dirt, dust, grease, unpleasant weather, hot and confined work areas, loud noises, high voltage, dangerous inmates or unpredictable behavior of patients; subject to burns, cuts, bruises and electrical shock; may work on ladder.