

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR LOCKSMITH - 1802

DEFINITION:

Under direction, to lead and participate in the work of journey-level locksmiths engaged in the installation, repair, replacement, and maintenance of a wide variety of locks, keys, and other related security devices and equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Assigns, schedules, leads, and participates in the work of locksmiths and others in performing skilled locksmith work such as installing, maintaining, adjusting, servicing, repairing, and rebuilding all types of manual and automated locking devices, equipment, and systems;
- Reviews and recommends revisions to work policies and procedures;
- Inspects work in progress and upon completion;
- Reviews and recommends revisions to plans and specifications;
- Prepares cost estimates;
- Orders supplies and equipment;
- Enforces safety regulations;
- Keeps computerized and manual records;
- Participates in the selection and training of new locksmiths;
- Monitors the work performance of subordinates and assists the supervisor in preparing performance evaluations;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State-accredited three-year Locksmith Apprenticeship Program, **AND** one year of full-time journey-level experience in the repair, maintenance, and installation of locks, keys, and related building hardware; **OR** four years of full-time journey-level experience in the repair, maintenance, and installation of locks, keys, and related building hardware; **OR** a combination of journey-level locksmith experience and apprenticeship training which equals four years.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.