

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### SENIOR LOCKSMITH

##### 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 Announcement for updated minimum qualifications.

Satisfactory completion of a State-accredited three- year Locksmith Apprenticeship Program; **AND** one year of experience in all phases of work as a journey-level Locksmith; **OR** four years of experience in all phases of work as a journey-level Locksmith; **OR** an equivalent combination of training and experience. Possession of a valid California Class C Driver's License.

- \* **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.