

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Locksmith			<i>BOT Date:</i> June 22, 1998
<i>Level:</i> I	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N0921	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Performs technical lock and key related work, including the adjustment, repair, and replacement of cylindrical lock sets, mortise cylinder boxes, deadbolt lock sets, and desk and file cabinet locks. Responsible for sequencing and issuing keys to staff members, replacing lost keys, and identifying keys that have been found. Unlocks or secures doors in response to emergencies.

KEY RESPONSIBILITIES

% OF TIME

1. *	Adjusts, replaces and repairs locks and closures.	50%
2. *	Issues keys to staff members in proper sequence.	20%
3. *	Re-keys college buildings and interior rooms.	10%
4. *	Identifies and re-files keys that have been lost or found.	10%
5.	Unlocks or secures doors in response to emergencies.	5%
6.	Performs calculations to sequence keys for staff or /and adjust lock cores.	5%
7.	Performs other similar and related duties as needed.	

* Indicates an "essential" job function.

<i>Class Title:</i> Locksmith	<i>Class Code:</i> N0921	<i>Level:</i> I
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Work Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are limited to decisions and planning within a small work group or affects only my department.	
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.	
<i>Level of Supervisory Responsibility:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/Physical Effort:</i>	Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.	