

## **LOCKSMITH**

**DEFINITION:** Under general supervision, performs technical work in the installation, dismantling, repair, replacement, removal and opening of all lock types; secures areas after break-ins or vandalism; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Performs the full range of repairing locks without technical supervision; dismantles and replaces worn parts for a wide range of commercially manufactured locking devices normally used in securing buildings and/or offices, including combination locks that are installed in safes, vaults and cabinets; troubleshoots and determines which component of the locking devices are malfunctioning; performs tests to determine extent and location of malfunctioning component; repairs, replaces or fabricates parts.

Sets up coding systems for various types of locks and keyways; conforms with prescribed guidelines established by the National and State Locksmith Association; works with management in securing security problems; independently interprets manufacture manuals, diagram, and specifications while repairing locks; makes master key arrangements; maintains existing master/grand master key systems; changes lock combinations; orders keys, door locks and parts; records completed work orders, time and mileage sheets.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and Navajo Nation laws, rules and regulations related to maintenance of secured areas and security systems.

Knowledge of internal component systems of a wide range of locking systems, make and models.

Knowledge of troubleshooting, repairing, replacing and installing a variety of locking systems.

Knowledge of opening and resetting combination type locks used for safes, vaults and cabinets.

Knowledge of cutting, logging and maintaining a master/grand master lock system.

Knowledge of occupational safety and health rules and regulations related to trade.

Skill in picking and re-keying a variety of locking systems.

Skill in safely installing doors and locks.

Skill in safely utilizing a variety of hand and power tools.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENTS:** Work requires lifting up to 50 pounds in the carrying of hand and power tools or removal of doors; kneeling, bending, stooping, or standing for extended periods of time.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma/GED; and four (4) year of journey-level locksmith experience; or an equivalent combination of education and experience.

#### **Special Requirements:**

- A registered member with the National and State Locksmith Association.
- Possess a valid state driver's license.

THE NAVAJO NATION

Class Code: 4176  
General Services and Maintenance Series  
Skilled Trades Group  
Overtime Code: Non-Exempt  
Pay Grade: 62

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### **PREFERRED QUALIFICATIONS:**

- Successful completion of a trade school or specialized training in locksmith.

### **Supplemental Requirements:**

Incumbent must obtain a valid Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.