LOCKSMITH/GLAZIER

DEFINITION
Under supervision of structural supervisor, performs skilled work as a locksmith/glazier; does related and general rough and finish carpentry work.

TYPICAL DUTIES
Incumbents measure, cut, remove broken glass and install new glass. Glaze in glass or work with wood, metal, rubber stops. Install wood, metal, or rollup doors; install wood or metal door jambs; install and repair automatic doors, operators, and all related mechanical, hydraulic and electronic components; install, repair and maintain cylinder locks; cut keys for cylinder locks, cabinet locks and padlocks; open locks; repair or replace tumblers, springs, and other parts; maintain security of duplicate and master keys; perform installation and repair of door closers, locksets, door checks, casement operators and panic hardware; install, maintain and service electronic access systems; perform rough and finish carpentry work in the repair or alteration of buildings; perform related duties as required.

QUALIFICATIONS

EXPERIENCE
Two year’s experience as a journey-level locksmith, and demonstrated experience as a glazier and/or automatic door installer; Journey level experience in carpentry desirable.

SPECIAL REQUIREMENT
Possess and maintain a valid California Driver’s License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF
Methods, materials, tools and equipment used in glazing and locksmith work; the variety of locks available and the best use for each type; carpentry methods related to installation and maintenance of doors and door jambs, repair and alteration of buildings; Powered door operators and actuators, ADA, fire and life safety codes, OSHA, and the Uniform Building Code (UBC).

ABILITY TO (ESSENTIAL FUNCTIONS)
Perform the basic functions of the position; the ability sustain regular work attendance; work cooperatively and effectively with co-workers and campus staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines; read shop drawings and work from plans and specifications; follow written and verbal instructions; read and write at the level required for successful job performance; maneuver and install panes of glass and solid core doors safely; adhere to safety rules and regulations and shop directives; demonstrate safe and proper use of tools, equipment, and vehicles. Must be able to respond to emergency calls outside of working hours, on weekends and holidays as needed.

Physical and Environmental Factors: Perform activities involving ability to reach, bend, push, pull, and lift repeatedly in performance of duties; Climb on ladders and scaffolding. Crawl in attics or confined spaces, drive to various district locations; lift up to 50 pounds unassisted; exposure to hydraulic fluids, solvents, lubricants, adhesives, cleaning and de-greasing solutions; work in outside environment at any time of year.