UNIVERSITY OF SOUTHERN CALIFORNIA

Locksmith Journeyman- Module A
Job Code: 180011

Grade: T1
OT Eligible: Yes
Comp Approval: 12/1/2004

JOB SUMMARY:
Performs standard locksmith procedures. Determines need to repair and/or replace equipment. Estimates materials required for specific job components. Participates in the Locksmith Pay for Knowledge and Skills Program including on-the-job training. Performs all appropriate module tasks and demonstrates proficiency as outlined in the Locksmith Pay for Skills section, independently or as part of a team, as assigned by the supervisor. May perform tasks in higher-level modules. Trains journeymen and other employees specific skills and tasks as required.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High School Diploma or equivalent and completion of four year apprenticeship program

Minimum Experience:

2 Years

Minimum Field of Expertise:

Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. Additional two years minimum experience must be as a journeyman. Experience performing standard trade-related procedures. General knowledge of trade-related methods, materials, tools, and equipment. General knowledge of industrial/commercial locksmithing. Experience operating key cutting and code cutting machines. Experience maintaining records and preparing reports. Familiar with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety.

Preferred Education:

Related Undergraduate Study

Skills: Administrative:

Compute totals
Gather data
Input data
Prioritize different projects
Read handwritten text
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software
Verify calculations

Skills: Other:

Communication -- written and oral skills
Knowledge of applicable laws/policies/principles/etc.
Planning
Scheduling

Skills: Machine:

Calculator
Personal Computer

Skills: Trade/Auxiliary:

Calculate measurements
Identify technical and equipment problems related to trade
Maintain records, logs, etc.
Prepare reports and/or maintenance records
Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:

Trains journeymen and other employees on specific skills and tasks as required

Comments:

Valid California Driver's License required. Must own designated hand tools.
Pay for Skills:

- Re-key within an existing system
- Install a continuous hinge
- Cut keys by code
- Re-key a door lock cylinder
- Tweak/shim hinges
- Repair aluminum store fronts
- Pick locks
- Install new mechanical locks
- Troubleshoot door opening issues when key works
- Order material from outside suppliers
- Respond to customers verbally or in writing
- Order material from stock

SIGNATURES:

Employee: ___________________________ Date: ___________________________
Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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