UNIVERSITY OF SOUTHERN CALIFORNIA
Locksmith Journeyman- Module C
Job Code: 180019

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

JOB SUMMARY:
Provides leadership and guidance to journeymen and Zone Maintenance Technicians. 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. 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:
Essential: [ ] No  [ ] Yes

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:**

5 Years

**Minimum Field of Expertise:**

Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. Additional five 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
- Coordinate work of others
- 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
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Planning
- Scheduling
- Teaching/Training

**Skills: Machine:**

- Calculator
- Personal Computer

**Skills: Trade/Auxiliary:**

- Calculate measurements
- Identify technical and equipment problems related to trade
- 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:**
- Leads one or more employees performing similar work
- 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:**
- Recommend, advise, and "spec" hardware
- Coordinate work with outside contractors, inspectors, and public utilities
- Interview prospective employees
- Train others on-the-job
- Advise and assist other shops/trades
- Develop and distribute on-the-job training materials
- Estimate job cost, time, and material required
- Layout specifications for jobs
- Direct, plan, and schedule the work of others

**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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