

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Lead LocksmithDepartment: Facilities, Maintenance & OperationsTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): Mon-Fri 6:00 am-2:30 pmSalary Schedule (Range): 76Background and Rationale (use back of form if additional space is needed): The Lead Locksmith has retired/resigned and this is to fill that vacancy.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-621300-212000-651000 -2100 100 % Amount \$ 111,980
Account Number(s): _____ % Amount \$ _____Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature

Date

2. Division Vice President Signature

Date

3. Chief Compliance/Budget Officer Signature

Date

4. Human Resources Signature

Date

5. Vice President, Human Resources

Date

☒ Funding available ☐ Funding not available Position Number: CB9926 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

March 29, 2022
Date☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Ricky Tackett
Last day of employment: 04/01/2022 3/31/22
Reason for vacancy: Retirement
(Attach **Existing** Job Description)☐ Newly Funded Position Fiscal Year _____
☐ No Existing Job Description
(Attach Draft of **New** Job Description)☒ Classified ☐ Confidential
☐ Supervisory ☐ Administrative****For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION

POSITION NUMBER	FTE	SCH	RANGE	STEP	TTL MTHS	NAME	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
CB9926	1.000	UB	76	3	12	Lead Locksmith	11000	100.00%	86,128	25,852	111,980	UGF

LEAD LOCKSMITH

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the work in the installation, maintenance, repair, and alteration of locks, keys, and access control and provides technical assistance to the Assistant Director, Facilities Planning and Management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director, Facilities Planning & Management. Exercises technical and functional supervision over and provides training to assigned locksmith staff.

CLASS CHARACTERISTICS

This is an advanced journey-level classification responsible for technical locksmith and access control maintenance and repair duties at District buildings and facilities required to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety and utility for District and public use. Incumbents in this class may also assist other trades on an as needed basis. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other facilities maintenance classification by its specialization in lock repair and maintenance.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Provides lead direction, training, work review and evaluation to assigned Locksmith staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, disciplinary matters, and other personnel decisions.
- Trains staff in the proper use of Locksmith equipment, systems and supplies; maintains equipment and supplies in good working condition.
- Plans, organizes, and lays out assigned tasks; interprets diagrams, blue prints, sketches, and specifications; works from verbal and written instructions and work orders.
- Estimates labor, material, and equipment needed for assigned locksmith projects; monitors inventory levels of locksmith supplies; orders, receives, and maintains inventory of supplies and materials as needed.
- Secures price quotations for supplies and repairs, including multiple quotes as necessary per District guidelines.
- Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with the Assistant Director.
- Oversees outside contractors performing locksmith services to ensure completeness and accuracy.
- Oversees campus key code hierarchy and installs accordingly to maximize efficiency.
- Performs skilled locksmith and access control work in the installation, maintenance, repair, and alteration of locks on doors and cabinets; maintains organizational master key systems as required; re-keys plugs and locks as needed.
- Utilizes key-cutting machines to make or duplicate new keys as required; codes keys and maintains related records.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
- Repairs, replaces, and adjusts low energy operators components in automatic doors.

- Troubleshoots, repairs, and rebuilds various types of locks; installs and replaces hinges and related hardware; replaces various lock components as appropriate; installs and adjusts closures and other parts.
- Estimates labor, material, and equipment needed for assigned work; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Performs preventive maintenance on locks and hardware, including cleaning, lubricating, and tightening parts; adjusts hinges and other door components as necessary.
- Operates a variety of equipment, including a key code machine, pin kits, key gauges, and a variety of hand and power tools; drives a vehicle to perform work.
- Plans, organizes, and lays out assigned tasks; interprets diagrams, sketches, and specifications; works from verbal and written instructions and work orders.
- Ensures the proper care and maintenance of tools and equipment.
- Records and maintains work and material records.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Assists other District employees with various projects including carpentry, plumbing, and HVAC repair, as well as other maintenance areas by performing skilled, semi-skilled, and unskilled duties, on an as needed basis.
- Respond to emergency lock opening and key needs as required.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principals, practices, methods, equipment materials and tools used in the installation, maintenance, repair, and adjustment of locks and related components.
- Operation and maintenance of tools and equipment used in the locksmith and access control trade.
- Master key systems and key coding techniques.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to assigned area of responsibility.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Perform skilled locksmith work in the installation, maintenance, repair, and alteration of locks on doors and cabinets.
- Operate and maintain specialized machinery, equipment, and tools utilized in the repair, installation, and maintenance of locks and related components.

- Code keys and maintain master key system.
- Make and duplicate keys as needed.
- Perform basic preventative maintenance of equipment and tools.
- Troubleshoot maintenance problems and determine materials, costs, and supplies required for repairs and maintenance projects.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand and follow written and verbal directions, instructions, and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Make accurate arithmetic calculations.
- Operate a truck, and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by completion of an approved apprenticeship program in the locksmith trade and five (5) years of experience in journeyman level locksmith and access control maintenance and repair work.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- A locksmith certificate from an approved institution is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in and around District buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals,

mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.