



JOB DESCRIPTION

TITLE: Locksmith

EFFECTIVE DATE:

Location: Ft Sill

REPORTS TO: Lead Locksmith

JOB SUMMARY:

The Locksmith performs maintenance, modification and repairs of locking mechanisms throughout Ft Sill.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Installs, repairs, modifies and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lock-pick in cylinder or opens safe locks by listening to lock sounds or by drilling. Also makes new or duplicate keys using a key cutting machine. Changes combination by inserting new or repaired tumblers into lock and establishes key systems for buildings. Other duties as assigned.

ORGANIZATIONAL RELATIONSHIP:

The Locksmith must be able to work alone or with other craft-persons. Will report directly to the Lead Locksmith and has a support responsibility to all functional managers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

The Locksmith will have valid Oklahoma Locksmith Certification, and at least 2 years experience. Also must have general knowledge of master keying, different locking mechanism types, door closers, access card readers, lock repair methods and workshop equipment.