AVENAL STATE PRISON
CUSTODY SUPPORT
LOCKSMITH, CF
DUTY STATEMENT

DESCRIPTION:

Under the Supervision of the Custody Captain the Locksmith is a skilled position.

DUTIES:

35% Works with other Locksmiths in design, installation, maintenance and repair of security locks, keys, and door locking mechanisms, makes or cuts keys or cylinders and bit locks, cabinet locks and padlocks; Opens locks and doors, changes lock combinations, replaces and repairs tumblers, springs and other parts; Maintains security of duplicate locks and keys; Tracks, records and provides a security record for all keys and locks issued. Initiates and maintains Preventive Maintenance Program on all tools and equipment. Follow Code of Safe Practices. Subject to Call-Backs. Perform other jobs as directed. Maintain all tools, equipment and safety gear in safe, working condition.

20% Order and maintain necessary materials and supplies to support the continuing upkeep and preventive maintenance program on mechanical equipment, building repairs, structures gates, inventory and justifications for new tools and equipment purchases.

20% Responsible for keeping record of maintenance on equipment, reports, preparing estimates on projects.

10% Hold weekly scheduled Tailgate Safety Meetings, review the safety procedures, safe working practices, job related precautions and Material Safety Data Sheets (MSDS). Follow the MSDS in handling, using and storing of all materials.

10% Ensure that all security procedures are followed, maintain order, prevent escapes and injuries, maintains security of all working areas, and working materials. Conduct regular shop searches. Use proper tool and key control.

05% Complete eight hours of IST and 32 hours OJT, including mandatory classes annually.

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Employee's signature Date Supervisor's signature Date

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Classification & Pay Analyst Date