

Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: LOCKSMITH I
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under direction, to perform skilled work as a Locksmith; and to do other related work.

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|-----|---|
| 35% | Installs, maintains, and repairs cylinder and bit key locks that are jammed or sticking. |
| 15% | Replaces tumblers, springs, and rebuilds locks. |
| 15% | Makes or cuts various types of keys for cylinder and bit locks, medicine cabinet locks, door locks, automatic locks, and padlocks. |
| 10% | Requisitions parts, supplies, and equipment; writes reports and orders materials; and keeps records of keys issued by Key Control Centers. |
| 5% | Picks locks when keys are lost; changes lock combinations. |
| 15% | Installs and repairs door closers, door checks, doorknobs, casement operators, door strikes, and other related hardware. Reads shop drawings and works from plans and specifications. |
| 5% | Other related duties as required. |

% **SITE SPECIFIC DUTIES**

% **TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Locksmith I functions under the direction of the Carpenter Supervisor.

3. SUPERVISION EXERCISED

The Locksmith I does not exercise supervision.

4. KNOWLEDGE AND ABILITIES

Revised 05/23/2016

KNOWLEDGE OF:

Methods, materials, tools and equipment used in the trade of a locksmith.

SKILL AS:

A locksmith.

ABILITY TO:

Read shop drawings and work from plans and specifications; understand and carry out oral and written directions; read and write at a level appropriate to the classification.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and
- Comply with hospital policies and procedures.

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The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor
Signature

Print Name

Date