

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34602</b>
<b>Job Class Code:</b>	<b>650</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>07</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>04/05/91</b>	<b>Effective Date:</b>	<b>04/05/91</b>
<b>Job Code Revised:</b>	<b>10/01/98</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Construction and Maintenance Trades

**JOB CODE TITLE:** LOCKSMITH SECURITY SPECIALIST II

**HRIS TITLE:** LOCKSMITH SECURITY SPCT II

**CHARACTERISTICS OF THE CLASS:** Works under general supervision. Has the authority to inspect and determine the need for repairs or remodeling; recommend ordering of materials and equipment; determine and select alternatives in materials or equipment. Performs skilled duties in inspecting, installing, removing, replacing, repairing and preventative maintenance of all manual and electrically/electronically operated locking/ security devices, in an institutional or restricted access environment. Work product consists of locking mechanisms and security systems in good repair and operation. Responsible for accomplishing all tasks in a timely and efficient manner; adhering to and assuring all safety rules are followed.

**EXAMPLES OF DUTIES:** Installs, removes, replaces and repairs all types of mechanical, electrical and electronically operated locking mechanisms, security devices, and perimeter surveillance systems. Inspects and performs preventative maintenance on a pre-determined schedule. Maintains and installs intercom systems or fire alarm systems, as required. Makes emergency calls as required. Maintains a variety of records on work performed, materials/supplies ordered and used, and inventory and key control. May serve on a fire brigade or similar building security action group. May train prison inmate helpers. Performs related work as required.

**WORK CONDITIONS:** Hazards associated with maintenance, utility services and powered and non-powered tools and equipment. Work can encounter extremes of climate conditions. Travel as required. May work with prison inmates.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Methods and practices involved in replacing, installing and repairing locks and security systems; blueprints, sketches and structural components of buildings and security systems; common and specialized tools, equipment and materials related to the trade; principles of electronics; national and local codes; common safety practices; estimating, costing and ordering supplies and materials; security/custody procedures; policies and procedures established for the work system.

**Skill/Ability to:** methods and practices of replacing, installing and repairing mechanical, electric and electronic locks and security systems; reading, understanding and interpreting blueprints, sketches and schematics relating to security systems; using common and specialized tools, equipment and materials; understanding and applying National and local codes and common safety practices; ordering and estimating materials and costs; oral and written communications; applying security/custody procedures; interpersonal relationships.

**SPECIAL SELECTION FACTORS:** A valid Arizona driver's license appropriate to the assignment may be required at the time of appointment. One year of electrical/electronic locksmithing experience. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.