

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Locksmith Foreman	<u>CLASS NUMBER:</u> 30120.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N13	<u>POSITION CONTROL #:</u> 033002
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Thursday 6:00 AM - 4:30 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, Property Management (033000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Locksmith (033003) Locksmith (033004)		

CLASSIFICATION PURPOSE:

The primary purpose of the Locksmith Foreman classification is to supervise, provide work direction and training to the assigned locksmith staff. Purchase and maintain supplies and equipment.

JOB DUTIES:

Supervise and directly plan work assignments of assigned staff. Prepare performance appraisals and conduct training. Ensure materials and proper equipment is available to assigned staff for use. Ensure staff is in compliance with safety rules and regulations. Inform supervisor of any discipline and performance problems and assist in the review of staff timecards and records.

Provide input into renovation and new construction project design. Work with space occupants on lock and security requirements and requests. Collaborate with space designers and construction personnel on installation requirements. Prepare keying schedules for projects. Install, inspect, repair, and replace cylinder and key locks, deadbolts, door closers and/or related locking devices for doors, jail cell doors, cupboards, etc. Utilize power tools to complete job duties. Replace padlocks, change safe combinations, and install card readers and alarm locks. Maintain a master key system with trace and code records. Repair electronic locking devices. Remove broken keys from locks and replace tumblers. Some tasks may involve exposure to extreme elements. Make door adjustments with the use of specialized hinge tools. Work on several types of door closures.

Perform preventative maintenance (e.g., lubricate, align and adjust locks, clean and maintain key equipment and grinders). Inspect locks for wear and tear and malfunctions. Prepare and maintain office records, work orders and/or inventory. Place orders for materials and supplies, as needed. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; lead worker; supervision; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; recognize safety warnings; maintain accurate records; work alone on most tasks; demonstrate strength to lift up to 50 lbs.; demonstrate dexterity in use of hands.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED and 12 months training or locksmith experience.

Additional Requirements

Must maintain valid Ohio driver’s license. OSHA 10-hour certification, and experience with commercial and/or corrections locking systems and electronic ADA door closures are preferred.

Supervisory Responsibilities

Ability to assign, review, plan, coordinate and provide instruction of work to staff employees, to recommend discipline or discharge of employees, and to act on employee issues.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date