

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

<b><u>CLASSIFICATION TITLE:</u></b> Locksmith	<b><u>CLASS NUMBER:</u></b> 30120	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Public Facilities Management	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A8	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 373 S High Street, Lobby, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Shifts vary: Tuesday – Friday 6:30 AM - 5:00 PM or Monday – Friday 8:00 AM - 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Superintendent, Operations (033100)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Locksmith classification is to install, repair, and replace locks and locking devices.

**JOB DUTIES:**

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 inventory control; 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; maintain accurate records; work alone on most tasks; demonstrate dexterity in use of hands.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, supplemented by vocational training in locksmith functions and three (3) years' experience as a commercial locksmith.

**Additional Requirements**

Must maintain a valid Ohio driver's license.

**Supervisory Responsibilities**

None required.

**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