

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

### LOCKSMITH

DOT: 709.281-010 / O\*NET-SOC: 49-9094.00 SVP 6

**Job Description:** Install, modify, and repair mechanical and electrical locking devices and related security equipment/systems. **Physical Demands** - Mildly active w/light lifting, carrying, or moving (up to 20 pounds); **General Educational Development** - R4 M3 L3; **Aptitudes** - Above average Form Perception, Manual Dexterity

*Note: Locksmiths (except for those who duplicate keys only or work for institutions, hospitals, prisons, or large firms) are required to obtain a permit from and be fingerprinted by the Bureau of Collection and Investigative Services, with the State Department of Consumer Affairs. An electrical background and licensing by the Department of Consumer Affairs is required to work on electronic security systems.*

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate familiarity with industry-specific tools and equipment, including basic and specialized hand tools such as files, screwdrivers, pliers, tension wrenches, pinning tweezers, cylinder removal tools, picks, pinning tweezers, and electric drills. (R, T)
2. Can demonstrate ability to read and understand technical manuals and/or manufacturers' specifications. (IN, S)
3. Can demonstrate ability to describe the construction and working of various locks such as Kwickset Locks, Weiser Locks, Titan Locks, Arrow Locks, Master/Dexter Locks, Schlage A Series Locks, etc. (IN, S, T)
4. Can demonstrate a working knowledge of industry-specific legal procedures and requirements, such as the Security and Related Activities Act and the Residential Tenancy Act. (IN, S)
5. Can demonstrate understanding of applicable industry Codes, such as the Fire Code. (IN, S)
6. Can demonstrate proper procedure for conducting a site security survey to assess a client's security needs. (IN, I, S),
7. Can demonstrate ability to design or recommend appropriate systems such as safes, strongrooms, master key systems, alarms or door and window locks, based upon security requirement evaluation. (R, IN, S)
8. Can demonstrate proper techniques used to open a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. (R, S, T)
9. Can demonstrate proper technique used to disassembly jammed or broken locks. (R, S, T)
10. Can demonstrate proper technique used to repair worn tumblers, springs, and other parts. (R, S, T)
11. Can demonstrate proper technique used to insert new or repaired tumblers into locking mechanism to change combination. (R, S, T)
12. Can demonstrate ability to make new or duplicate keys, using key cutting machine. (R, S, T)
13. Can demonstrate proper technique used to re-key a master key system. (R, S, T)
14. Can demonstrate ability to install safes, vault doors, and deposit boxes according to blueprints, using equipment such as powered drills, taps, dies, truck crane, and dolly. (R, S, T)
15. Can demonstrate ability to repair and adjust safes, vault doors, and vault components, using hand tools, lathes, drill presses, and welding and acetylene cutting apparatus. (R, S, T)
16. Can demonstrate ability to appropriately remove interior and exterior finishes on safes and vaults and spray on new finishes. (R, S, T)
17. Can demonstrate ability to use computer software to set specifications for keys. ( IN, S, T)

18. **Can demonstrate ability to service and install digital and electronic locking systems, alarms and access control systems for business or domestic premises. (R, IN, S, T)**
19. **Can demonstrate ability to keep accurate records of company locks and keys. (IN, S)**
20. **Can demonstrate ability to effectively and appropriately communicate with customers, including making sure that people requesting emergency locksmith services have the authority to do so. (I)**