

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
LOCKSMITH

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**DEFINITION**

Performs journey level work in the installation, repair, and rebuilding of locks, security devices, and other hardware to ensure the security of state buildings and property; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Disassembles malfunctioning locks in order to replace or rebuild worn or broken mechanisms by using a variety of hand and power tools.

Cleans and lubricates locking mechanisms in order to insure proper, consistent operation and to extend the life expectancy of the mechanism by using graphite, oil, or other acceptable materials.

Makes new or duplicate keys in order to replace lost or broken keys by utilizing a variety of hand files or a key cutting machine and using the tracing method or key code books.

Picks locks in order to gain access to secured areas when the key has been lost or the combination has been forgotten by using various specialized lock picking tools and techniques.

Changes safe and lock combinations in order to provide additional security upon agency request by manipulating pin and disc arrangements.

Maintains, in strict security, routine records of keys issued, combinations and safe locks, equipment and supply inventory, and lock placements.

Installs control points or troubleshoots issues between building automation systems (BAS) and closed circuit television (CCTV) systems and electronic lock systems.

Installs complete card access reader systems. Pulls wire, installs cable raceway system, motion detectors, status switches, locks, controllers, and power supplies.

Troubleshoots security cameras, speaker systems, parking lot gates, and motion detectors.

Programs and uploads security programs to access hardware. Maintains or assists in the maintenance of electronic security programs.

**COMPETENCIES REQUIRED**

Knowledge of manual and electronic lock and safe construction.

Knowledge of the methods and techniques of opening, repairing, and rebuilding locks and other security devices.

Ability to fabricate locking mechanisms from stock materials.

Ability to gain entrance to secured areas without the benefit of keys or combinations.

Ability to read and understand blueprints.

Ability to operate, read, and understand a multimeter.

Ability to maintain the security of confidential information.

Skill in the use and manipulation of hand and power tools, including those unique to the locksmithing trade.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity, and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Ability to read and write and three years of experience in skilled locksmithing work;

OR

an equivalent combination of education and experience substituting the successful completion of a course in locksmithing principles for one year of the required experience.

#### **NECESSARY SPECIAL REQUIREMENTS**

Designated positions may require possession of a valid Iowa driver's license.

#### **NOTE:**

The agency of employment may, at their discretion, require the successful applicant to pass a background investigation and require the signing of a confidentiality statement.

Effective Date: 12/13 CH