



**USC** University of  
Southern California

## Locksmith Module C Job Description

### JOB INFORMATION

<i>Job Code:</i>	180019
<i>Job Title:</i>	Locksmith Module C
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Trades/Maintenance
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Provides leadership and guidance to journeymen and Zone Maintenance Technicians. Performs standard locksmith procedures. Determines need to repair and/or replace equipment. Estimates materials required for specific job components. Participates in the Locksmith Pay for Knowledge and Skills Program including on-the-job training. Performs all appropriate module tasks and demonstrates proficiency as outlined in the Locksmith Pay for Skills section, independently or as part of a team, as assigned by the supervisor. Trains journeymen and other employees specific skills and tasks as required.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Related undergraduate study	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

X Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	Journeyman

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience performing standard trade-related procedures.
X		General knowledge of trade-related methods, materials, tools, and equipment.
X		General knowledge of industrial/commercial locksmithing.
X		Experience operating key cutting and code cutting machines.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience maintaining records and preparing reports.
X		Familiar with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety.

## Licenses

Req	Pref	License(s)
X		Valid California Driver's License.

## Pay for Skills

### For use with specific Facilities positions only.

Recommend, advise, and "spec" hardware  
 Coordinate work with outside contractors, inspectors, and public utilities  
 Interview prospective employees  
 Train others on-the-job  
 Advise and assist other shops/trades  
 Develop and distribute on-the-job training materials  
 Estimate job cost, time, and material required  
 Layout specifications for jobs  
 Direct, plan, and schedule the work of others

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides leadership and guidance to others who perform similar work. Sets priorities and timelines and monitors the work of others.				
Performs all necessary alterations, maintenance and repair work on university lock systems. Installs panic hardware, locksets and electrical releases. Works from blueprints, specifications and plans.				
Operates key cutting and code cutting machines.				
Estimates materials required for specific job components.				
Maintains clean job site throughout duration and cleans up job site following work completion. Maintains safe working conditions for self and others. Stores and maintains supplies, tools and equipment.				
Trains other journeymen, Zone Maintenance Technicians, or other employees specific skills and tasks, as required. Identifies additional training or defines needs for new or continuing training which would benefit staff.				
Prepares reports and/or maintenance records, as needed.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.