

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: LOCK SYSTEMS SPECIALIST**

**SALARY TABLE: 29**

**SALARY RANGE: 41**

### **BASIC FUNCTION:**

Under the direction of an assigned administrator, performs a wide range of duties relating to installing, removing, programming, testing, maintaining, and repairing equipment and integrating systems associated with the districts access control including computerized electronic security systems, mechanical locks, electronic network controlled door openers, pneumatic door closures, security alarms and security cameras.

Performs skilled journey-level locksmith work in the installation, adjustment, maintenance, repair, and replacement of all types of locks and integrated security systems, access control devices and other types of lock hardware such as latches, door checks, and panic bars, including changing of lock combinations, making of keys and keying hierarchies.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Provide installation, diagnostic, and troubleshooting services for hardware and software related to building access control.

Consults with administrators on lock and security needs. Proposes lock systems. Schedules and plans installations and repair work orders to optimize use of time and minimize disruption of school activities.

Installs, adjusts, maintains, repairs, and replaces door locks, padlocks, cabinet locks, utility locks, combination locks, and related hardware, such as panic exit devices, latches, catches, fasteners, pneumatic door closing mechanisms and performs the carpentry necessary for such installation.

Makes all district keys, designs multi-level master keys systems for multiple campuses/sites, interprets master keying guides and bitting codes, redesigns lock cores as needed using appropriate discretion and special knowledge of lock systems to preserve the integrity of the districts master keys system while meeting customer needs.

As requested, provide training to College employees regarding building access technology and software supported by the College.

Provide evaluation and testing of building access software applications, updates, patches and other software prior to production distribution as requested.

Install, maintain, and repair related hardware and peripheral equipment; inspect, isolate and diagnose system malfunctions and determine appropriate repair procedures; replace boards and defective component parts as needed to restore equipment and peripherals to proper operation.

Operate testing and measurement devices, computer diagnostic software and other specialized

instruments used in the repair and maintenance of electronic lock equipment; operate a variety of hand and power tools, meters, gauges and drills.

Acts as an emergency responder to assess system functionality during or after hours for security, and access control alerts and alarms; follows up to inform administrative representatives of current problem status and ensure issues are resolved.

Assist in the set up and maintaining of computer-aided documentation and inventory on keys, locks, and lock systems including names and contact information on keys and cards that have been issued, serial numbers, access and permission levels.

Assists as directed with the district wide security alarm system including inventory of combinations, users and locations.

Creates and maintains documentation in a variety of written and electronic formats for the purpose of providing written support of compliance with regulations and conveying information such as daily paperwork/logs, time and materials, key and material records.

Orders and maintains a supply of equipment, supplies, and parts.

Assists other trades and technical personnel as required for the purpose of completing joint projects.

Attends meetings, workshops, and training sessions for the purpose of conveying and/or gathering information required to perform job functions.

Operate a vehicle to pick up and deliver equipment.

Provide assistance, information and technical direction and guidance to faculty, administrators and staff regarding the secure, safe and proper operation, care and maintenance of District owned building access technology.

Cuts, duplicates, and stamps identification numbers on keys and cards. Operates key-cutting machines.

Repairs safes and safe-locking systems.

Works with administrators in devising systems to prevent break-ins and pilferage.

Opens or removes locks, which cannot be opened by ordinary means.

Safely operates hand and power tools and equipment used in the locksmithing trade.

Maintains locksmith hand and power tools and equipment to ensure their safe and efficient operation.

Maintains shop area, supplies, and tools in a safe, clean, and orderly condition.

May use a lathe, drill press, and other power tools in forming parts for locks, lock hardware, and/or safes.

Hang and fit doors, including those with pneumatic mechanisms.

May assist in preparing routine reports, material lists, estimating job costs, preparing job records, and making surveys of locksmith needs.

Assist to ensure compliance with established building security standards and procedures.

Maintain current knowledge of technology changes and advances.

Ability to work varied shifts based upon needs of the college such as working around class and lab schedules to minimize the disruption to educational activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Electronic access control systems and devices including but not limited to power supplies, and retraction kits

Large Format Interchangeable Cores

BlackBoard Access Control system including but not limited master controllers and door controllers

Multi-Level master keying hierarchical systems

Master key asset inventory control systems

Construction and repair of various types of locks, access controls and locking devices

Electronic keys and access control devices

Intrusion detection systems and equipment and closed circuit television (CCTV) systems and equipment

Principles and theories of electronic circuitry

Principles and theories related to low voltage electronic equipment and devices

Cabling and associated hardware associated with a comprehensive telecommunications infrastructure

Principles of computer operating and network systems associated with electronic security systems

Knowledge of building and safety codes and regulations dealing with locks and exits, including those codes applicable for fire safety and to comply with access requirements for disabled persons

Safety precaution, practices, and procedures related to low voltage electronic equipment and devices

Current practices, materials, hand and power tools, and equipment used in the locksmithing trade and related trades

Properties, adaptability, and uses of various metals, wood, and other locksmithing trade materials

Safety and health regulations and practices pertinent to the locksmithing trade

Computer software and equipment used in the locksmithing trade

Basic record keeping procedures

Capabilities of computer applications, systems, and hardware used in the locksmithing trade  
Computerized and electronic equipment including computers, peripherals, and other office equipment

Methods, practices, and terminology and procedures used in the maintenance and repair of electronic systems and equipment

Diagnostic techniques and procedural res used in electronics repair

Modern office practices, procedures and equipment

Record-keeping techniques

Inventory methods and practices

Oral and written communication practices

Interpersonal skills including tact, patience and courtesy.

Technical documentation.

Computer security standards and practices.

**ABILITY TO:**

Provide support to personnel concerning software applications and related malfunctions.

Read and understand service manuals and schematic diagrams to repair assigned electronic lock equipment.

Repair a variety of locks and related hardware

Safely operate tools and machines of the locksmithing trade

Plan, develop, implement and conduct training sessions for College personnel concerning electronic locking software applications and related practices and procedures.

Assemble, install, maintain, troubleshoot, test, repair, and safely operate intrusion detection systems and equipment, CCTV systems and equipment, and access control systems and equipment

Use test equipment such as multi-meter, oscilloscope, time-domain reflectometer

Read blueprints, architectural, mechanical, and electrical documents

Maintain and repair related hardware, and peripheral equipment.

Perform technical work in the repair, maintenance and installation of electronic and mechanical lock equipment.

Operate electronic measuring instruments and test equipment.

Operate hand and power tools in a safe and proper manner.

Maintain records related to work performed.

Read and understand service manuals and schematic diagrams to repair assigned lock and electronics equipment.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Maintain computer security standards.

Meet schedules and timelines.

Work independently with little direction.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Maintain sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of Community College students.

**EDUCATION AND EXPERIENCE:**

The position requires a high school diploma or equivalent and formal training leading to a certification in lock systems, with at least 3 years of direct experience as a locksmith or similar in an environment having manual and electronic access control systems.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Ability to operate a computer keyboard and mouse, and related tools and equipment.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy objects.

Seeing to view a computer monitor and read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, crawling or crouching.

Mobility to reach various campus locations.

**HAZARDS:**

Working at heights, climbing ladders.