

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LOCKSMITH

POSITION CODE: 24300
Effective: 4-16-79

DISTINGUISHING FEATURES OF WORK:

Under direction, performs skilled locksmith work in the maintenance and repair of locks, mechanically, electrically and hydraulically operated in the Chester Mental Health Facility.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs skilled locksmith work in the maintenance and repair of locks, mechanically, electrically and hydraulically operated; keeps all facility locks in operating condition; repairs damaged locks.
2. Works in locksmith's shop; operates necessary equipment and keeps shop in order.
3. Keeps all required tools and equipment in operating condition.
4. Supervises facility staff who perform manual labor related to the locksmith operation.
5. Operates facility locking system and monitors electronic surveillance system; determines proper identification of employees and visitors entering and leaving facility.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires two years of experience as a skilled locksmith.

Knowledges, Skills and Abilities

Requires extensive knowledge of facility rules, regulations and requirements for the control and treatment of patients.

Requires extensive knowledge of tools, materials, methods, locking systems and devices, and standard practices of the trade.

Requires ability to instruct staff in the use of locksmith equipment.

Requires skill in the use of tools and machines of the locksmith trade.

Requires ability to read, interpret and work from plans, simple drawings and/or sketches.

Requires ability to follow oral and written instructions.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules by patients, and operational reports.

Requires ability to enforce disciplinary safety, security and custodial measures.

Requires ability to maintain a sympathetic attitude toward patients.

Requires ability to think clearly and exercise forceful initiative in emergency situations.

Requires ability to maintain satisfactory working relationships with others.