dchr

Job Title: Locksmith (Part-Time)

Grade: 10	Salary Range: $28.39 - $37.30 hourly

Job Summary:

The mission of the Department of Youth Rehabilitation Services (DYRS) is to improve public safety and give court-involved youth the opportunity to become more productive citizens by building on the strengths of youth and their families in the least restrictive, most homelike environment consistent with public safety. The Locksmith position is located within the Department of Youth Rehabilitation's (DYRS) Operations & Administrative Services, Facilities Maintenance Division. This position functions as a locksmith, primarily responsible for the installation, maintenance and repair of all locks and locking systems of (1) detention type, (2) correctional type, (3) commercial type and, (4) residential type facilities. This position will assist other skilled laborers in the areas of general maintenance.

Duties and Responsibilities:

The Locksmith is responsible for the following duties including, but not limited to: receiving assignments from the supervisor specifying the desired final product; independently solving problems which require modification of accepted trade practices, procedures and methods; making difficult judgements and decisions when modifying and reworking locking devices for special security objectives; Installing, repairing, replacing, and maintaining a variety of locking devices throughout the DYRS facilities; making repairs to a wide variety of lock mechanism such as panic devices, electric locks, bit locks, night latches, combination locks, mailbox locks, desk and file cabinets, etc.; disassembling locks such as padlocks, safe locks, and door locks, and repairing or replacing worn tumblers, springs, and other parts; modifying and reworking locking devices to accomplish special security objectives; maintaining codes from the various locks used at the facilities; manufacturing, from raw material, parts from obsolete locks that are no longer manufactured, or parts are not available; working closely with management in determining the most suitable locks to be used in solving security problems as is considered an expert in the area of locking device capabilities and functions; repairing and replacing a wide variety of worn/damaged parts such as gear wheels, shafts, cylinders, bushings, bearings, etc.; making and duplicating all types of keys for cylinder locks, pad locks, special security locks, electric locks, etc.

Highly preferred skill sets: Master Locksmith and experience with Southern Folgers Locking Equipment highly preferred; Previous experience working within a secured facility is preferred; Customer service experience; Ability to multi-task; Thorough knowledge of the full range of locking devices; Ability to interpret schematic and drawings, blueprints and production drawings.

Qualifications and Education

A valid driver's license is required. Individual must possess at least one-year (1) of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Specialized experience can include experience serving as the point of contact for unlocking complex locks within a government facility, making key replications, and serving as subject matter expert regarding inventory and supplies management. Qualification requirement emphasis is on the quality of experience, not necessarily the length of time.

: 1015 Half Street SE, Washington DC, 20003
: dchr@dc.gov
: (202) 442-9700