

Effective Date: February 9, 1992

Modified Date: January, 1993

Modified: May 18, 2003

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**LOCKSMITH
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions that function as locksmiths. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions responsible for a majority of the time for the installation, maintenance and repair of locking systems in state facilities.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that for a majority of the time perform general building and grounds maintenance, maintenance on building mechanical systems, or instrument fabrication, and are more appropriately classified as Facility Repair Worker, Maintenance Mechanic, or Instrument Maker.
2. Positions that for a majority of the time perform technical electronics work on audio-visual, medical, air monitoring, research, instructional, data-gathering and other complex electrical devices and are more appropriately classified as Electronics Technician.

3. Positions meeting the statutory definition of supervisor or management in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification Series

Employees enter this classification series by competitive examination. Progression to the Locksmith Journey level for specifically identified allocations will occur through reclassification as the employee satisfactorily attains the specified training, education, and experience and performs the full scope of duties identified at the Journey level.

II. DEFINITIONS

LOCKSMITH

Employees in positions at this level work under close progressing to limited supervision, and through training, self-education and on-the-job experience progress towards mastery of locksmith trade knowledge and skills for the full range of locks and security systems for which the employee will be responsible. Employees apply knowledge of provisions of the Americans with Disabilities Act and applicable fire and safety codes to ensure that locks, doors and security systems comply with these regulations. Positions install, repair, replace, re-key, and adjust mechanical and electrical locks and electronic access control systems, and fabricate and install related door components and hardware. Examples of work performed include:

- installing and maintaining mortise and key-in-knob locks
- duplicating keys using hand and automatic key milling machines
- issuing keys and maintaining electronic or manual records of key-holders
- maintaining key inventories and work records
- replacing worn components of locks and cylinders
- re-pinning old and new pin tumbler lock cylinders
- performing complete door adjustments, including butts, strike plates and alignment
- devising master-subordinate key systems
- designing and implementing key code systems
- making keys by code, impression, or by hand
- installing and maintaining exit devices and panic door lock hardware
- installing hard-wired, battery-powered, and self energy-generating locksets
- working with vaults and safes
- installing proximity readers
- installing and maintaining electronic card access systems
- installing and maintaining handicap power door operators
- installing and repairing alarms and video monitoring systems
- repairing and fabricating parts using shop equipment such as lathes, milling machines, drill presses
- making repairs on magnetic door openers
- opening locks by means other than the use of the normal key
- preparing specifications for new construction and purchasing

- acting as locksmithing consultant for planning of new buildings

LOCKSMITH - JOURNEY

Employees in positions at this level work under general supervision and possess the necessary locksmith knowledge and skills to install, maintain and repair the locks and security systems for which the employee is responsible. Employees learn and master new locking systems as they are brought into use. Duties and responsibilities are similar to those described in the definition of Locksmith, above, but at this level are performed independently with functional mastery of locksmith knowledge and techniques.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective February 9, 1992, and revised in January of 1993. This series was modified as a result of the Locksmith Survey announced in Bulletin CLR/SC-119 and is effective May 18, 2003 and announced in Bulletin MRS-SC-153 to update the descriptions of Locksmith work.

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