

Job Title: Locksmith

Grade: RW -09

Salary: \$25.34 – \$33.26/ hour

Requirements: Professional Locksmith certification is required. Must have a valid Motor Vehicle Operator’s Permit. High School Diploma or GED preferred. Four (4) plus years of relevant work experience. This position is deemed **Safety Sensitive**, the incumbent will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability. This position is designated as Emergency.

Qualifications:

- Knowledge of Equipment Assembly, Installation, Repair, etc.;
- Technical Practices (theoretical, precise, artistic);
- Use of Measuring Instruments;
- Ability To Interpret Instructions, Specifications, etc. (includes blueprinting reading);
- Ability To Use and Maintain Tools and Equipment; and
- Trouble shooting.

Job Description:

Collective Bargaining Unit (Union): This position is covered by the collective bargaining unit and you may be required to pay a service fee through direct payroll.

This position is located in the Department of General Services (DGS), Facilities Management Division. The mission of DGS is to provide cost-effective centralized facility management services and support to the District Government through building operations and real estate management. DGS also manages the capital improvement and construction program for the District Government. The Facilities Management Division provides repair and maintenance services for all facilities in the Department of General Services' portfolio.

Duties and Responsibilities:

- The incumbent serves as a Locksmith with responsibility for repairing and installing a variety of locks and locking devices.
- Independently plans, installs, services, and maintains mechanical lock systems.
- Disassembles locks such as padlocks, safe locks and door locks, and repairs or replaces worn tumblers, springs and other parts.
- Changes pin lock cylinders and safe combinations.
- Removes broken keys and repairs malfunctioning locks.
- Cuts keys by code or duplication.
- Maintains key and combination records.
- Installs and repairs locks on furniture, cabinets and other items.

Your Agency or Business Name Here

[Your logo here]

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Qualifications:

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dchr



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