HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Locksmith

Job Code: W0122
Pay Grade: WK
Pay Scale: $24.81-$46.22 Hourly; $51,604.80-$96,137.60 Annually
Exempt: No

OVERVIEW

Perform skilled-level installation, repair, and maintenance of locks, door closures, panic hardware, and electronic locking systems. Cut and issue keys to employees and vendors and maintain an accurate key inventory. Also, perform other duties relating to the maintenance and renovation of Sheriff's Office facilities.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Prioritize and respond to all facility work orders in a timely manner.
- Diagnose operational problems in locks, locking systems, and door closure systems.
- Install, repair, replace, and maintain electronic locking systems.
- Install, open, clean, repair, replace, and perform preventative maintenance on locks for doors, gates, desks, file cabinets, lockers, and various other furniture and equipment.
- Make new or duplicate keys utilizing a key-cutting machine; stamp appropriate codes on keys and index keys accordingly.
- Set up and install key cores and cylinders for various types of locksets; change lock combinations and perform mechanical keying or rekeying.
- Maintain grand master, master, and sub-master key system integrity to include maintaining an accurate accounting of hard keys and key cores using computerized key management software; conducting weekly random inspections of issued keys to verify possession and condition of issued keys; and facilitating an annual comprehensive inventory of all issued keys with documentation for keys that are unaccounted.
- Perform routine preventative maintenance, repair, and installation of door closure systems and hardware (e.g., levers, knobs, hinges, panic hardware) to ensure safe ingress/egress; test and adjust door closing/opening pressures to meet Americans with Disabilities Act (ADA) requirements.
- Perform routine facility maintenance duties as required and directed by a manager.
- Maintain and adhere to a plan to ensure compliance with all relevant accreditation standards; ADA requirements; and county, state, and federal laws and regulations as they apply to door systems, fire, life safety, and accessibility codes.
- Serve as the primary individual responsible for the security of facility lock shops and all equipment related to the security of facility keys and locks.
- Assist with the production/assembly of security-related mechanical restraint systems when the assignment is within a detention facility.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of construction, repair, and maintenance of locks and mechanical, computerized, and electromechanical security devices.

- Working knowledge of tools, materials, methods, and principles of locksmithing.
- Working knowledge of correctional security measures when assigned to a detention facility.
- Some knowledge of the budget preparation process.
- Knowledge of accreditation standards; ADA requirements; and county, state, and federal laws and regulations as they apply to door systems, fire, life safety, and accessibility codes.
- Ability to quickly detect mechanical problems and apply corrective action.
- Ability to detect and diagnose basic related mechanical and electrical problems.
- Ability to operate and interpret computerized and automated control systems.
- Ability to take measurements and cut materials to exact specifications for the replacement of lock hardware.
- Ability to follow specifications for the installation of complex lock systems.
- Ability to install, repair, and maintain locks, door closures, panic hardware, and electronic locking systems.
- Ability to open locks using lock-picking tools, dismantling, or other methods.
- Ability to maintain records and prepare reports.
- Ability to follow oral and written instructions.
- Ability to work effectively both with others and autonomously.
- Ability to use a computer and related software relevant to the Sheriff's Office and duties as a locksmith.

SKILLS

- Electronic Key Management System
- Security Equipments
- Lock Repairs
- Pneumatics
- High Security Locks
- Unlocking
- Mechanical Lock System
- Safety Procedures
- Lock Installation
- Mechanical Repairs

WORKING CONDITIONS

- Work within a law enforcement office, warehouse, detention or correctional environment, with occasional inmate contact.
- May have occasional exposure to explicit or disturbing behavior.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand or sit at a workstation for prolonged periods, walk long distances, and ascend/descend ladders as needed.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 50 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Four years of experience with commercial, institutional key, lock, or door egress devices.

OR

- A high school diploma or possession of a GED certificate.
- Completion of an industry-recognized program in locksmithing, building/maintenance, or carpentry.
- Three years of experience with commercial, institutional key, lock, or door egress devices.

OR

- Two years of experience as a Hillsborough County Multi-Trades Worker and/or Facilities Technician.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodation. Reasonable accommodation shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.