

EDITED TASK LISTING

CLASSIFICATION: LOCKSMITH I, CORRECTIONAL FACILITY

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
1.	Installs cylinders and bit key locks to ensure security systems are in compliance utilizing the Department Operations Manual (DOM) in order to maintain the safety and security of the institution, under the direction of the Custody Captain/Plant Manager.
2.	Repairs cylinders and bit key locks to ensure security systems are in compliance utilizing the DOM in order to maintain the safety and security of the institution, under the direction of the Custody Captain/Plant Manager.
3.	Maintains cylinder and bit key locks to ensure security systems are in compliance utilizing the DOM in order to maintain the safety and security of the institution, under the direction of the Custody Captain/Plant Manager.
4.	Cuts keys for cylinder and bit locks, cabinet locks, and padlocks to ensure security systems are in compliance utilizing the DOM in order to maintain the safety and security of the institution, under the direction of the Custody Captain/Plant Manager.
5.	Manufactures keys for cylinder and bit locks, cabinet locks, and padlocks to ensure security systems are in compliance utilizing the DOM in order to maintain the safety and security of the institution, under the direction of the Custody Captain/Plant Manager.
6.	Changes lock combinations to provide and ensure security systems are in compliance utilizing the DOM in order to maintain the safety and security of the institution, under the direction of the Custody Captain/Plant Manager.
7.	Repairs tumblers, springs, and other parts to ensure locks are restored to manufacturer's specifications utilizing the DOM in order to maintain the safety and security of the institution, under the direction of the Custody Captain/Plant Manager.
8.	Replaces tumblers, springs, and other parts to ensure locks are restored to manufacturer's specifications utilizing the DOM in order to maintain the safety and security of the institution, under the direction of the Custody Captain/Plant Manager.
9.	Keeps records on location of keys for each lock to provide information for institutional use, and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required or directed by the Custody Captain.
10.	Maintains security/accountability of all duplicate keys to provide information for institutional use and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required by the DOM.
11.	Performs related installation of door closers, door checks, door knobs, casement operators, and door strikes to ensure good working order utilizing the DOM in order to maintain the safety and security of the institution, under the direction of the Custody Captain or Plant Manager.
12.	Performs repairs of door closers, door checks, door knobs, casement operators and door strikes to ensure good working order utilizing the DOM in order to maintain the safety and security of the institution under the direction of the Custody Captain or Plant Manager.

Tasks highlighted in bold text are not currently on the SPB classification specification

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Task Statements	
13.	Performs preventive maintenance of keys and locking systems for buildings to ensure good working order and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required per the DOM under the direction of the Custody Captain or Plant Manager.
14.	Performs emergency keying to ensure safety and security of the institution and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required by the DOM and the Custody Captain or Plant Manager.
15.	Ensures key rings have appropriate tag color identifying ring security level in compliance with the DOM in order to maintain the safety and security of the institution, as requested by division heads.
16.	Performs emergency opening services and repairs on locks to ensure safety and security of the institution and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required by the DOM and the Custody Captain or Plant Manager. .
17.	Maintains security and accountability of hand and power tools by the use of daily inventory per the DOM in order to maintain the safety and security of the institution, as requested by division heads.
18.	Utilizes hand and power tools for performance of daily duties in accordance with repair and/or maintenance of locking devices, keys, and key rings per the DOM in order to maintain the safety and security of the institution, as requested by division heads.
19.	Estimates costs of proposed locking device installation or repairs to maintain the infrastructure of the institution utilizing the DOM in order to maintain the safety and security of the institution, as requested by division heads.
20.	Maintains inventory of locks, keys, and hardware to ensure adequate supply on hand to perform day-to-day maintenance and repair per the DOM, as required.
21.	Makes recommendations for hardware types to ensure compatibility with current hardware (i.e. lock types and functions) specific to each institution per the DOM in order to maintain the safety and security of the institution, as directed by the Custody Captain or Plant Manager.
22.	Maintains order of persons committed to the California Department of Corrections and Rehabilitation (CDCR) to ensure safety and security of the institution, and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required.
23.	Supervises conduct of persons committed to the CDCR to ensure safety and security of the institution, and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required.
24.	Prevents escapes by inmates/youthful offenders to ensure safety and security of the institution, and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required.

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25.	Prevents injury by inmates/youthful offenders to ensure safety and security of the institution, and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required.
26.	Maintains security of working areas and work materials to ensure safety and security of the institution, and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required.
27.	Inspects premises and searches inmates, youthful offenders, residents or patients for contraband (e.g. weapons or illegal drugs) to ensure safety and security of the institution, and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required.
28.	Operates a motor vehicle in the performance of duties (i.e. materials and supply pickups) to maintain the efficiency of the institution, and assure compliance with stipulated laws, rules and regulations, policies and procedures, as needed.
29.	Develops master key systems to ensure safety and security of the institution per the DOM, as required.
30.	Maintains master key systems to ensure safety and security of the institution per the DOM, as required.
31.	Implements master key systems to ensure safety and security of the institution per the DOM, as required.
32.	Maintains records documenting the proper storage in the lock shops, and perpetual inventory of all keys, key blanks, locks and lock parts to ensure safety and security of the institution, and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required.
33.	Accounts for broken and missing keys to ensure safety and security of the institution per the Department Operations Manual, as required by the direction of the Custody Captain.
34.	Attends mandatory In-Service Training to be familiar with department rules and regulations per the Department Operations Manual, as mandated by the California Department of Corrections and Rehabilitation.
35.	Prioritize work assignments based on institutional needs to maintain safety and security of the institution and well being of inmates/youthful offenders, staff, and public safety and assure compliance with stipulated laws, rules and regulations, policies and procedures, as required.