CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER
LOCKSMITH

Annual Salary: $94,711.68 to $99,994.32

This is an Emergency Appointment position*

The City of Los Angeles Department of Water and Power’s Facilities Management Operations and Support Section have an Emergency Appointment opportunity for one (1) Locksmith.

The person selected for this position will be assigned to the Facilities Maintenance Group and will report to a Building Repair Supervisor. The work schedule will be either 5/40 or 9/80. Overtime, weekend work, and travel may be required.

REQUIREMENTS

Interested candidates must meet one of the following requirements:

1. Completion of a recognized apprenticeship as a locksmith; or
2. Five years of full-time paid experience in the repair of locks and door closers and in the establishment and/or maintenance of the following key systems: Schlage, Schlage high security (i.e. Primus and Primus Everest), Corbin-Russwin, Corbin-Russwin IC, Yale, Falcon, Sargent and Best.

DUTIES

A Locksmith installs, repairs, rebuilds, re-keys, cleans and maintains locks, locking devices and door related hardware; establishes and maintains master key systems, which include Schlage, Corbin-Russwin IC, Yale Falcon, Sargent, Best and high security “Primus” and “Primus Everest”; and services a variety of specialized security systems including computerized access control and electronic locking devices.

Duties and responsibilities of the position include, but are not limited to, the following:

- Performs a variety of tasks including cleaning, repairing, installing, and maintaining locks, padlocks, combination locks, electromechanical locks, card reader systems, and safes for Los Angeles Department of Water and Power (LADWP) buildings, automotive equipment, office furniture, and other equipment and facilities.
- Open locks by impressioning, rapping, picking or manipulation.
- Extracts broken keys from locks.
- Keys and master keys locks.
- Operates key duplicating machinery, rekeying and pinning locks, combinatory, code machine, and other equipment in order to cut keys.
- Maintains key blank board and stock of key blanks.
- Maintains code books, data bases and card system for recording LADWP keys, locks and automotive security devices.
Candidates may be evaluated for the following skills, knowledge, and abilities:

- Knowledge of various key code systems
- Knowledge of installation, maintenance, and repair of locks
- Knowledge of installation, adjustment, and repair of door devices
- Ability to manage multiple projects
- Ability to work independently
- Ability to effectively interact and communicate with others

Must maintain a valid California Class C driver's license during employment.

WORK LOCATION
433 E. Temple Street, Building 5, Los Angeles, CA 90012

HOW TO APPLY
Interest candidates must submit a City of Los Angeles Departmental Application for Employment (<http://per.lacity.org/application.pdf>) to Sharon Lovely, (213) 367-5007, 433 E. Temple Street, Bldg. 5, Los Angeles, CA 90012; email to Sharon.Lovely@ladwp.com, or by fax to (213) 367-6661.

Deadline for submission is June 15, 2018, at 12:00 p.m., or until sufficient applications have been received.

Prior to accepting an Emergency Appointment you should be aware of the following information:

An Emergency Appointment is not a regular appointment. It is a temporary appointment, which does not require that you successfully compete in the City of Los Angeles Civil Services Examination process. An Emergency Appointment may not exceed 365 days and must be terminated immediately when a regular appointment can be made from an eligible list.

For a regular appointment in the City of Los Angeles, applicants need to complete the Civil Service Examination process in one or more of the classifications. In order to qualify for an exam, applicants need to meet the minimum requirement of the established job bulletin and submit a City of Los Angeles application within the specified timeframe. Upon taking the examination and achieving a passing score or higher, the City will place the applicants on an eligible list for a limited time in order of their ranking. Once the list is established, City departments with vacancies may be allowed access to the list in accordance with the Civil Service Rules Three Whole Score, to conduct interviews and make a selection. For an emergency appointment to become a regular one, applicants will not only need to pass the exam but score high enough to be immediately reachable for this selection process.