

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES Performs the full range of general business and airport security locksmith functions at the journey (full performance) level at Washington Dulles International Airport (IAD); most work involves commercial/institutional doors/door systems. Responds to emergency lock/key/door hardware problems and inspects, repairs, installs and maintains lock hardware, keying systems and related mechanisms in keeping with security, fire and safety regulations. Installs new locks and related equipment, e.g., cipher and electric locks, crash bars and fire exits. Keys all Airports Authority vehicles and equipment and maintains records. Performs related functions.

Responds to emergencies involving locks and keys, e.g., locked cars blocking traffic that must be moved as soon as possible; lock/key problems relating to the Air Operations Area (AOA) that must be resolved quickly to maintain tight security for the airlines and traveling public; construction locks must be installed as soon as tenants move out; and master lock systems must be installed for new tenants before they move in. When instructed by proper authority, opens doors without keys (e.g., moves pick in cylinder to open door, opens locked vehicles with keys locked inside, or makes new car keys for lost car keys). Follows up on lost keys to determine need for replacing core to maintain security. Issues new keys as required.

Prioritizes work orders in keeping with established priorities and determines supplies and inventory of stock (part numbers and model numbers) required for door repairs and locksmith projects. Maintains stock and parts for locks; advises supervisor when additional supplies need to be ordered. Prepares invoices for locksmith services such as keys/cores to tenants for collection by Agent Cashier.

Conducts periodic inspections of doors, door closures, including floor mounted hydraulic closure systems, and electronic locks in all areas of the airport and terminals to assure they are operational, e.g., no wear or leakage and can be closed securely. Modifies, retrofits, and repairs commercial doors (glass, metal and wood). Troubleshoots door-closing problems to determine whether the problems are the result of a malfunction in the door-closing mechanism, misalignment of doors or doorframes or problems with locks. As required, reinforces frame within the housing and installs with screws to be sure it is square. Replaces or adjusts door closures, tightens or replaces hinges, and installs roton and helper hinges. Repairs damaged doors with auto-body filler, fabricates and installs metal plates, and sands and primes for painting. Drills holes and chisels holes to size in installing new locks. As needed, assists Structural Maintenance Mechanics in performing work such as carpentry around doors and walls, in conjunction with security locks. Performs related functions.

Using the Best Locking System 600 Program software, sets up and maintains master lock systems with grandmasters, sub-masters and operational keys in accordance with Federal Aviation Administration (FAA) regulations, Transportation Security Administration (TSA) regulations, Customs and Border Protection (CBP), fire safety requirements, Airports Authority

policies, and related standards. Brings individual locks into or out of the master or sub-master groupings with management approval. Insures the integrity of the master key system by using proper data input to check for phantom keys. Works with the Airport Operations Department (particularly those charged with airport security functions) to assure installation or modification (retrofit) of locking devices (electrical/mechanical) to meet particular needs, e.g., Intellikeys/Smartkeys on security doors, proper installation of panic bars and other exit devices to conform to fire and safety regulations, and setups such as special cipher locks. Installs and services hardware for card readers.

Develops and implements master key systems to include sub-masters, sub-sub-masters and operating keys/cores for departments, contractors and tenants. Works with contractors to provide hardware and locks compatible with the Best Lock and Key system. Inspects jobs with tenants and contractors to notify them of Airports Authority regulations for keeping and securing areas throughout the airport. Fabricates keys. Changes locks on file cabinets, security boxes, refrigerators, roll-up doors and office furniture. Maintains strict control of computer files to control keys that are issued, cores, and names of people who have access to specific areas. Regularly uses reference manuals for key codes and system codes. Cross-references files with key codes, location codes and system codes including blueprints marked to show the location of installed locks. Performs related functions.

Disassembles and repairs all brands of lock hardware and changes locking functions to meet customer and safety requirements. Fabricates parts, as required, e.g., makes springs for older locks, and solders brass hardware. Repairs locks, constructs and replaces interchangeable cores, cuts or punches out new or duplicate keys, and imprints with serial numbers. Repairs locks on doors and changes safe combinations (disassembles locks; repairs or replaces worn tumblers, springs and other parts; shortens tumblers with file; and inserts new or repaired tumblers into lock to change combinations).

Uses files, chisels, power drills, ruler and specialized equipment and tools such as key-cutting machine, Best Key combination/press, lock picks, key serializer, depth gauge, car-opening tools, impressing pliers and spanner wrench. Uses woodworking power equipment in the structural shop and welding or brazing tools in the metal shop (i.e., dye grinders, volt meters and other locksmithing tools and equipment in the performance of locksmith duties).

Works with contractors to provide hardware and locks compatible with the Best Lock and Key system. Inspects jobs with tenants and contractors to notify them of Authority regulation for keeping and securing areas throughout the airport. As requested, advises tenants on the number and kind of locks required for newly leased areas; inspects locksets installed by contractors to determine if they meet specifications; and installs the new keying systems for the locksets. Ensures that secure hardware is Americans with Disabilities Act (ADA) compliant.

Maintains keys, tools, supplies and equipment in an orderly fashion; keeps shop and assigned work vehicle clean and properly stocked.

Communicates and interacts effectively with internal and external business contacts, including but not limited to other members of the unit/team, other Airports Authority employees (such as, supervisors, professionals, and support staff), vendors/suppliers/tenants, airport users, and the general public.

Uses a computer for various office applications (email, word processing, spreadsheets, etc.), ERP (enterprise procurement-logistics system) applications, inventory management, and the current CMMS to record work progress and document quality of finished work. May use computer to research new locks/systems.

Drives a vehicle to various work sites on the airport, airside and landside. Drives a heavy duty vehicle (Class B) for snow removal.

*Performs other duties as assigned. *

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet both of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma or a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.
2. Four years of progressively responsible experience (post high school) in the repair and installation of locks/locking systems. This includes knowledge of the theories, principles, requirements, and standards of the trade. (One year of the four years must include maintaining master lock systems with grandmasters, sub-masters, and operational keys.)
3. Ability to obtain a Class B Commercial Driver's License within 90 days of hire, promotion, or placement into the position.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. Certification by a nationally recognized locksmith association such as the Associated Locksmiths of America (ALOA) as a Registered Locksmith (RL) or higher.
2. Possession of a Class B Commercial Driver's License (CDL).

KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry, or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Full performance (journey) level knowledge of, and skill in, lock hardware, keying systems, various door systems and related mechanisms. This includes but is not limited to:

Knowledge of locksmith trade to perform journey-level work, including the design and development of new security key control systems, and to inspect, repair, install and maintain lock hardware, keying systems, and related mechanisms

Knowledge of Best and Intellikey locking systems to set up various new master systems with many different keys within a grandmaster system and maintain cross-reference files of key codes, location codes, and system codes.

Knowledge of commercial/institutional door hardware, i.e. hinges, slide bolts, strike plates, and door construction to repair, modify and troubleshoot, locks/lock problems and door closures.

Knowledge of FAA, TSA, CBP, ADA and fire safety regulations, Airports Authority policies and related standards to install locks and to inspect installation of locks by contractors, ensuring that airport locking devices and related mechanisms meet these requirements. This includes protecting master keys from unauthorized access and ensuring that proper authorization has been received for key issue requests.

Knowledge of the construction and alignment of doors and skill in using maintenance mechanic's tools to identify and correct door frame misalignments and malfunctioning door closures.

2. Skill in using key-coding manuals and tools such as a Best Key Combinator/Press, files, power drills, ruler, lock picks, parking meter calibrator, depth gauge, impressioning pliers, spanner wrench and soldering equipment to change combinations of safes, open doors without keys, repair or modify locks, install new parts for locks and hardware, and fabricate parts for locks.
3. Skill in problem solving to select, organize, and logically process relevant information (verbal, numerical, or abstract) to solve a problem.
4. Interpersonal skills to interact effectively with business contacts in a service-oriented, businesslike manner.
5. Skill in using power tools and equipment to cut wood and metal, to strengthen and support door jams and/or openings on security doors until repaired.

6. Skill in oral communication to understand verbal information (including instructions, descriptions and ideas), and to express such information verbally so that others will understand. Examples include exchanging routine and non-routine operational and procedural information with co-workers, contractors, and customers and exchanging information about requests for locksmith services and briefly summarizing FAA requirements on locks that apply to the airport.
7. Skill in written information to understand written information (including instructions, descriptions and ideas) and to express such information in writing so that others will understand. Examples include reviewing changes to FAA airport security requirements concerning locks and technical information on locking systems, and documenting data about requests for service and service calls and closing out work orders and completing required data entry.
8. Skill in using a computer, modern office suite software (such as MS Office), specialized software (such as the CMMS and supply and procurement modules of Oracle used by the Airports Authority), and radio and telecommunication devices, to plan, schedule, communicate, word process (light word processing only), enter data regarding work orders, and perform research (Internet use, as in searching for parts and performance information and-keeping up with technology), etc.
9. Ability to work safely and knowledge of the safety rules and procedures needed to do so.

RESPONSIBILITY Is responsible for performing the full range of general business and airport security locksmith functions at the journey level. Ensures that airport locking devices are operational; that door locks being installed are compatible with the master and grand master systems, and that locking devices and related mechanisms are in compliance with FAA, fire and safety regulations. Some work is generated by the employee's own inspections. Other work is received via work orders, requests for special services, and emergency calls relayed by the Locksmith Supervisor. Performs some work on the basis of priorities established by the Supervisor; helps prioritize other work or assigns priority based on established practices or known or apparent criticality. Works independently in scheduling and carrying out assignments. Work is subject to inspection of records and doors/locks by FAA representatives and airport security officials. The Supervisor monitors the security and control of keys and reviews work for quality, quantity, timeliness, customer service and other factors, including performance management goals and measures.

EFFORT Work is an active-sedentary mix involving light to heavy physical effort. Incumbent frequently goes to various airport locations and stands for long periods of time while working on locks. Lifts, carries or otherwise moves items weighing up to 45 pounds. Precisely and carefully inserts tiny pins and springs into lock cores. Uses a computer. Obtains work data from dials, gauges, small imprints on keys and numbers on blueprints. Communicates by telephone and radio. Operates vehicle using judgment in consideration of traffic, weather, and other factors.

WORKING CONDITIONS Works in all areas of the airport. Is frequently outside, sometimes in very hot or very cold weather. Is sometimes exposed to moving vehicles in traffic and on-the-job pressure, e.g., time pressures to open locked doors essential to ongoing operations or restore security to critical areas. Is subject to cuts and bruises and possible accidents in repairing doors and installing locks. Uses safety precautions and wears safety shoes, goggles, gloves and a hardhat as required.

OTHER SIGNIFICANT JOB ASPECTS Is subject to hold-over and recall on a 24-hour basis for essential services and emergencies such as lock repairs and snow removal.