



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **MASTER LOCKSMITH**  
Grade: 13

---

*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

The Locksmith Supervisor performs supervisory work installing, repairing and maintaining locks and door hardware to ensure the safety and security of Hidalgo County employees and the general public. Employee is responsible for the maintenance and organization of the Hidalgo County Master Key System.

### **EXAMPLES OF WORK PERFORMED**

Supervises daily operations including personnel and special projects as assigned

Responsible for the safekeeping, record and distribution of locks and keys

Disassembles locks such as padlocks, safe locks, door locks, and repairs or replaces worn tumblers, springs, and other parts; inserts new or repaired tumblers into lock to change combination; moves lock pick in cylinder to open door locks without keys; opens safe locks by drilling; cuts new or duplicate keys

Maintains set of master keys for Hidalgo County

Responsible for disseminating all work orders received for proper and timely completion

Purchases and inventories shop supplies, machinery and equipment

Plans and estimates labor and material cost for projects and prepares proposal for management review. Initiates work order for project execution

Coordinates with other trades and department supervisors on work projects and estimates labor hours required for completion of job

Coordinates with management on budget and cost estimates and solicitations. Ordering and maintenance of key room stock, for example, key blanks, pinning supplies, etc.

Replaces locks and makes new keys, inspects faulty doors for safety code violations; repairs or replaces as necessary

Reviews and inspects contracted work for quality and compliance with appropriate standards

---

Participates in plan reviews for remodels, renovations and new construction projects as necessary

Ensures safety regulations are followed and promotes safety within department by conducting safety meetings

Performs other duties as assigned

## **EDUCATION AND EXPERIENCE**

Associate's degree from an accredited college or university

Six (6) years of skilled locksmith work with supervisory skills

Exit device, auto door opener and electronic card access training and knowledge preferred

Experience to include common locksmith duties

Two (2) years of related experience may be substituted for one (1) year of education

## **CERTIFICATES, LICENSES AND REGISTRATION**

Locksmith Certification

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of locking and security equipment; knowledge of machines and tools, including their design, repair, and maintenance; knowledge of inventory techniques; knowledge of safety hazards and necessary safety precautions

Skill in repairing machines or systems using the needed tools; skill in troubleshooting, diagnosing and performing maintenance and repair needs; skill in reading and interpreting schematics and blueprints

Ability to record and interpret written information; ability to calculate time and material estimates; ability to exercise independent judgment when necessary; ability to establish and maintain effective working relationships with co-workers and County employees

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations