

CAREER GUIDE FOR LOCKSMITHS and SAFE REPAIRERS

Standard Occupational Code: 49-9094

Pay Band: 3 ([Salary Structure](#))

Standard Occupational Description: Repair and open locks; make keys; change locks and safe combinations; and install and repair safes.

Locksmith positions in the Commonwealth are assigned to the following Role in the [Building Trades Career Group](#):

[Trades Technician III](#)

While Locksmiths within the Commonwealth are all located within the Building and Trades Career Group, individuals may want to pursue other staff or managerial opportunities within the Commonwealth depending upon individual training, education, knowledge, skills, abilities, and interests.

Other Career Group(s) that may be of interest are:

[Electronics
Equipment Service and Repair](#)

SKILLS, KNOWLEDGE, ABILITIES AND TASKS

(Technical and Functional Expertise)

Skills

Note: *The technical and functional skills listed below are based on general occupational qualifications for Locksmiths commonly recognized by most employers. Typically, you will not be required to have all of the skills listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

1. Installing equipment, machines, wiring, or programs to meet specifications.
2. Repairing machines or systems using the needed tools.
3. Determining the kind of tools and equipment needed to do a job.
4. Determining what is causing an operating error and deciding what to do about it
5. Identifying the nature of problems.
6. Communicating effectively with others in writing as indicated by the needs of the audience
7. Controlling operations of equipment or systems.
8. Generating or adapting equipment and technology to serve user needs.
9. Using logic and analysis to identify the strengths and weaknesses of different approaches.
10. Performing routine maintenance and determining when and what kind of maintenance is needed.

Knowledge

Note: *The technical and functional knowledge statements listed below are based on general occupational qualifications for Locksmiths commonly recognized by most employers. Typically, you will not be required to have all of the knowledge listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

The **Knowledge** of:

Commonwealth of Virginia

1. Equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications
2. Machines and tools, including their designs, uses, benefits, repair, and maintenance
3. Administrative and clerical procedures and systems such as word processing systems, filing and records management systems, and other office procedures and terminology.
4. Weaponry, public safety, and security operations, rules, regulations, precautions, prevention, and the protection of people, data, and property.
5. Electric circuit boards, processors, chips, and computer hardware.
6. Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
7. Design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.

Abilities

Note: *The technical and functional abilities listed below are based on general occupational qualifications for Locksmiths commonly recognized by most employers. Typically, you will not be required to have all of the abilities listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

The **Ability** to:

1. Keep the hand and arm steady while making an arm movement or while holding the arm and hand in one position
2. Quickly make coordinated movements of one hand, a hand together with its arm, or two hands to grasp, manipulate, or assemble objects
3. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
4. Make fast, simple, repeated movements of the fingers, hands, and wrists

Tasks

Note: *The following is a list of sample tasks typically performed by Locksmiths. Employees in this occupation will not necessarily perform all of the tasks listed.*

1. Disassembles mechanical or electrical locking devices and repairs or replaces worn tumblers, springs, and other parts, using hand tools.
2. Inserts new or repaired tumblers into lock to change combination.
3. Repairs and adjusts safes, vault doors, and vault components, using hand tools, lathes, drill presses, and welding and acetylene cutting apparatus.
4. Cuts new or duplicate keys, using key-cutting machine.
5. Installs safes, vault doors, and deposit boxes according to blueprints, using equipment such as powered drills, taps, dies, truck crane, and dolly.
6. Opens safe locks by drilling.
7. Moves picklock in cylinder to open door locks without keys.
8. Removes interior and exterior finishes on safes and vaults and sprays on new finishes.
9. Keeps record of company locks and keys.

INTERESTED?

Like people, occupations have traits or characteristics. These characteristics give important clues about the nature of the work and work environment, and give you an opportunity to match your own personal interests to a specific occupation. When you choose a job in an occupation that matches your own interests you have taken an important step in planning a successful and rewarding career.

Locksmith work is called a “Realistic Occupation” because it involves work activities that include practical, hands-on problems and solutions. Realistic occupations deal with real-world materials like wood, metals, tools, and machinery. Jobs in realistic occupations often require working outside and do not involve a lot of paperwork or working closely with others.

LICENSURE, REGISTRATION, OR CERTIFICATION REQUIREMENTS

Generally this is not required for Locksmith positions in state government. However, to improve career advancement opportunities, you should consider the advantages of certification and include this step in your self-development plan.

Licensing information can be found on the Department of Professional & Occupational Regulations’ web site at http://www.state.va.us/dpor/conNEW_req.pdf

EDUCATIONAL, TRAINING, AND LEARNING OPPORTUNITIES

Skilled trades occupations usually require a high school diploma and may require some vocational training or job-related course work. Locksmiths usually complete an instructional program that prepares individuals to apply technical knowledge and skills to form, shape, bend and fold extruded metals, including the creation of new products, using hand tools and machines such as cornice brakes, forming rolls, and squaring shears.

1. US Military Service
2. On-the-job Training
3. One of the Commonwealth’s technical high schools. (Check with your local school district for technical high school information.)
4. Virginia Community College System
5. Talk to a supervisor or supervisor whom you believe “has it all together”.
6. Commonwealth Technical Centers that offer an instructional program that prepares individuals to apply technical knowledge and skills in both sheet metal fabrication and installation.
7. Skilled trades organizations.

Apprenticeship generally is considered to be the best way to learn this trade. In Virginia, apprenticeship programs are administered by the Apprenticeship Division of the Virginia Department of Labor and Industry (DOLI). Apprenticeship programs usually consist of 4 or 5 years of on-the-job training and a minimum of 144 hours per year of classroom instruction. Apprenticeship programs provide comprehensive instruction in both sheet metal fabrication and installation. Detailed information on Apprenticeship programs is available on the DOLI web site at <http://www.doli.state.va.us>

COMMONWEALTH COMPETENCIES

Competencies are a set of identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and the organization. Competencies can be observed and measured. When consistently demonstrated, competencies make employees particularly effective in their work. Competencies help lay out a road map to career success. You can use the Commonwealth Competencies to help improve your individual performance by

adopting behaviors that make high performing employees successful in their jobs. In this way, you can use the Commonwealth Competencies for your further professional development.

The Commonwealth Competencies are:

1. Technical and Functional Expertise
2. Understanding the Business
3. Achieving Results
4. Serving the Customer
5. Teamwork
6. Interpersonal and Communication Skills
7. Leadership and Personal Effectiveness

The above competencies may be applied to employees throughout the Commonwealth of Virginia. They can be rank-ordered by agencies and hiring managers to represent the needs of a specific job. The rank ordering will change depending upon the occupation, an organization's priorities, the actual job requirements, and the supervisor's preferences.

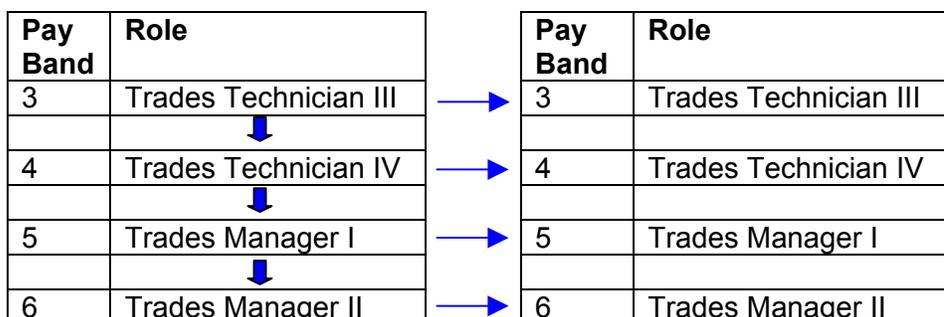
Career success is both about what you do (applying your technical knowledge, skills, and ability) and how you do it (the consistent behaviors you demonstrate and choose to use) while interacting and communicating with others. Hopefully, by studying the Commonwealth competencies, identifying your developmental opportunities, and working to refine your own competence, you can take charge of your career!

For additional information about the **Commonwealth Competencies** go to: http://jobs.state.va.us/cc_planningctr.htm. For the competencies, we first list the competencies and then define each. Finally, we list competency indicators; to describe what successful performance looks like.

COMMONWEALTH CAREER PATH

Career opportunities in the Commonwealth are not limited to moving “up” to the next highest role and pay band, changing positions, or to becoming a supervisor. That’s because most roles describe a broad group of occupationally related positions that perform a range of work that requires increased knowledge and skills. For that reason, Commonwealth roles describe the career paths within the same or higher-level role for the same or different Career Group. The broad salary range and the Commonwealth’s pay practices provide flexibility in recognizing career development and advancement. ([Salary Structure](#))

For example:



Many employers, including the Commonwealth, expect trades professionals to gain knowledge, skills, and abilities in more than one area. Multi-skilled workers can add value to the organization and often find that a variety of work assignments can be rewarding.

Sample Career Path

Trades Tech III

The Trades Technician III role provides career tracks for trade technicians performing a skilled trade in a specialty area whose work ranges from journey level technician to lead. Some employees may supervise a small crew/staff.

Trades Tech IV

The Trades Technician IV role provides career tracks for the trades technicians whose responsibilities range from the expert technicians to first line supervisors of trades technicians in one or more specialty areas. The expert trades technician provides guidance to other technicians or works on a "multi-trade" team requiring specialized skills and knowledge in several trades areas.

Trades Manager I

The Trades Manager I role provides career tracks for managers who responsibilities range from assisting in the planning and direction of a buildings and grounds program to managing a comprehensive building and grounds program for facilities such as a training center, rehabilitation center, or hospital. Areas managed may include a power plant, buildings and mechanical maintenance, ground maintenance, housekeeping and related services.

Trades Manager II

The Trades Manager II role provides career tracks for managers who plan and direct a buildings and grounds program at a state agency or institution having multiple facilities characterized by a large total resident and staff population engaged in highly diversified and decentralized activities.

ADDITIONAL OCCUPATIONAL INFORMATION CAN BE FOUND AT:

O*NET

http://online.onetcenter.org/cgi-bin/gen_search_page?1

Virginia Employment Commission

<http://www.alex.vec.state.va.us/>

Department of Professional & Occupation Regulation

http://www.state.va.us/dpor/conNEW_reg.pdf

Career One Stop

<http://www.careeronestop.org/>

Virginia Career Resource Network

<http://www.vacrn.net/>