
Locksmith Foreperson

DEFINITION

This is foreperson level work involved in planning, coordinating and supervising the journeyperson and non-journeyperson activities of trade's people (may also include contractors or other assigned staff) engaged in the maintenance, repair, alteration and installation of various locking devices, security devices and related hardware. Incumbents are responsible for direct and indirect program maintenance, assignment and monitoring of work, training and development of staff, performance appraisals, making staffing recommendations, budget monitoring, safety, and liaison with other civic sections, branches and departments.

Incumbents are also responsible for the inspection of work, cost estimating, requisitioning supplies, record keeping, report preparation, consultations, recommending and carrying out repairs as required, and ensuring work is completed in accordance with relevant standards. Work is performed under general direction; incumbents exercise independent judgement in planning and coordinating work, determining priorities, ensuring standards and operating efficiencies are achieved in accordance with City policies and procedures and industry guidelines. Supervision, guidance and performance assessment is received from a Management Supervisor.

TYPICAL DUTIES *

Plans, schedules, assigns and supervises the work of Locksmiths (may also include contractors or other assigned staff) engaged in scheduled maintenance and installation activities; ensure work is completed in accordance with relevant standards; provide training and guidance; participate in work activities as required.

Responsible for implementing and managing maintenance programs; manage the Master key system for all inventoried doors at city owned facilities; maintain records and prepare reports.

Responsible for the coordination of inspections, recommended repairs, replacements and testing of all fire doors or other opening protections as per applicable standards to ensure compliance.

Provide input and recommendations for building projects in regards to door and architectural hardware; assists other operational groups with setting up new key systems; assists in reviewing, revising and developing programmed maintenance requirements.

Provide technical expertise and consultation to user groups; provide time and cost estimates; requisition supplies; negotiates prices for additional work; ensure efficient delivery of service.

Maintain an ongoing awareness and understanding of new and enhanced developments and the applicability to the work environment; keep up with changes in legislation and building codes; provide education to staff and business partners on new developments.

Contribute to a safe and desirable work place through active participation in safety meetings/programs; develop safe work practices, consult with Occupational Health and Safety Officers.

Perform other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Advanced knowledge and skill in repairing, installing and servicing a variety of locking devices, security devices and related hardware.

Strong organizational skills, including the ability to plan, prioritize, schedule and execute work assignments.

Ability to supervise, provide guidance and direction, and evaluate the work of subordinates.

Ability to understand and execute oral and written instructions. Ability to prepare reports such as cost estimates.

Excellent working knowledge of legislation, standards, technical and regulatory codes, and safety regulations pertaining to the work performed.

Detailed understanding of emerging industry trends and developments and the applicability to the work environment.

Excellent communication and interpersonal skills to effectively interact and maintain working relationships and collaborate with others.

Knowledge and skill in computer applications and related programs in support of the business activities

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Certified Alberta Journeyperson in the trade of Locksmith, with five (5) years progressively responsible experience at the Journeyperson level, including experience in the supervision of trade and non trade staff. Must be licensed under the Alberta *Security Services and Investigators Act* (SSIA). Must possess a valid Class 5 Motor Vehicle Operator’s License. Incumbents must also be registered in the Door and Hardware Institute’s *Architectural Hardware Consultant (AHC)* program with completion of relevant courses.

Incumbents must complete the City of Edmonton’s relevant Leadership program(s) as well as the Certified Fire and Egress Door Assembly Inspector Program within two (2) years of appointment.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10D</u>
Job Code	3226			
Salary Grade	069			
Last Updated:	2025-05			
Previous Updates:				
Originated:	2012-06			