

# Central Falls Detention Facility Corporation

## Donald W. Wyatt Detention Facility

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### POSITION DESCRIPTION LOCKSMITH/MAINTENANCE ASSISTANT

#### POSITION SUMMARY

Full-time position of locksmith/maintenance assistant responsible to keep accurate inventory and control of all keys, key rings, key blanks and padlocks for the key security of the facility. Capable of cutting keys for specific **high security** locking mechanisms, maintain and repair those locking mechanisms and be able to re-pin any locking mechanism at the facility. The inventory of such mechanisms include those manufactured by Brinks, Folger-Adams, ASSA, etc. A number of these mechanisms are electro-mechanical and expertise in troubleshooting electronic door control systems is required. This individual shall supervise the maintenance and repair of all locks and keys through employee locksmith-in-training or outside vendors. May be required to install and/or maintain automated doors, microwave motion detectors, G-wire fence devices and oversee the installation and maintenance of all security electronics to include door/lock interfaces, security CCTV systems, Digital Video Recording equipment, electric / electronic access control and visitor information security systems and assist maintenance when needed.

#### EXAMPLES OF DUTIES

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance and supervisory standards, the following are the essential job functions:

##### **Locksmith:**

- Check emergency keys at least quarterly to ensure they are in good working order with the key & tool sergeant;
- Ensure all key rings are soldered to prevent any unauthorized removal of keys;
- Maintain an accurate inventory of all rings;
- Conduct quarterly inventories/inspections of all keys ensuring all keys are properly marked with the key & tool sergeant;
- Maintain information in computer system on locks and keys and inventory account;
- Purchase locks/key equipment as necessary;
- Maintain records of area keys and where they are located, along with which keys open which doors in the facility;
- Ensure all emergency keys are marked for sight and touch;
- Responsible for maintenance and repairs of all locks within the facility;
- Maintain an inventory of all keys, blanks and spare locks;

##### **Tool Control:**

- Ensures each tool is engraved with a number;
- Responsible of disposal of all damaged tools as per policy ;
- Responsible for all purchase requisitions being forwarded to the Major and Warden for approval;
- Responsible for securing all broken or damaged tools in the hot tool box;
- Ensures that new tools are secured and logged in logbook;
- Ensure all tools are shadowed appropriately and inventories are accurate;

##### **Maintenance:**

- Snow removal when needed;
- On-Call rotation after hours;
- Use of hand tools, light industrial tools for maintenance repair and structure repair of building;
- Knowledge of work standards and practices in various building trades such as electrical, plumbing and basic HVAC functions.

#### FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

##### **A: KNOWLEDGE REQUIRED**

Considerable knowledge of:

- Security policies relating to the Control of Locks and Keys

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- Security Policies relating to the Control of Tools and Hazardous Materials
- Report preparation, record keeping and report writing.

Good knowledge of:

- Interpersonal communications;
- Locksmithing
- Security systems
- Access systems
- The English language;
- Basic safety requirements;
- ACA mandatory standards.

Some knowledge:

- The criminal justice system
- The security practices and procedures used in a direct supervision jail
- Varied social, economic and cultural backgrounds
- Report preparation, record keeping, and report writing.

Skills:

- Communicating effectively, both orally and in writing;
- Establishing and maintaining effective working relationships with others;
- Listening effectively;
- Performing tasks requiring manual dexterity;
- Basic personal computer skills.

### **B: QUALIFICATIONS**

*Working skill in:*

- Maintaining security, control and custody of detainees in an assigned facility
- Responding to emergency situations quickly, calmly and decisively
- Observing situations and recalling facts
- Interacting with people of varied social, economic, and cultural backgrounds
- Communicating effectively, both orally and in writing
- Establishing and maintaining effective working relationships with others
- Listening effectively
- Maintaining records and preparing reports
- Performing tasks requiring manual dexterity
- Scheduling and tracking reports.

### **C: LICENSE & CERTIFICATION REQUIRED**

Possession of an appropriate category of driver's license is preferred at time of appointment  
3 year locksmith journeyman / apprentice experience.

### **FACTOR 2 – SUPERVISORY CONTROL**

Supervise access and workmanship of vendors and sub-contractors for security projects. This position reports to the Director of Facilities/Procurement and/or his designee, the Major.

### **FACTOR 3 – GUIDELINES**

Donald W. Wyatt Detention Facility policies and practices, the Collective Bargaining Unit Agreement and Federal, State and local laws primarily convey guidelines.

### **FACTOR 4 – PERSONAL CONTACTS**

Vendors / suppliers to the facility.

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## **FACTOR 5 – ESSENTIAL FUNCTIONS**

Listed under Major Duties – No additional data for this field.

## **FACTOR 6 – PHYSICAL DEMANDS**

### **Ability to:**

- React to physical confrontations and emergency situations quickly and effectively;
- Stand and sit for long periods of time;
- Bend, reach, kneel, and crouch;
- Climb up and down stairs and ladders with speed and agility;
- See clearly and recall visual details;
- Hear and understand speech and radio transmissions;
- Lift up to 50 pounds;
- Drag up to 175 pounds for 60 yards;
- Perform multiple physical tasks simultaneously;
- Drive vehicles including automobile and van;
- Speak clearly.

## **FACTOR 7 – WORK ENVIRONMENT**

In a direct supervision jail, corrections staff controls behavior of the jail population through a proactive concept based on direct detainee supervision. In this setting, detainees are given the responsibility to influence their treatment and privileges through control of their own behavior. This direct supervision approach is unlike the more traditional reactive containment approach which utilizes bars, security glass and other barriers. Personnel in a direct supervision jail are assigned to work inside each pod in physical proximity to the detainees.

## **TRAINING AND EXPERIENCE:**

- New Employee Orientation
- Completion of Probationary Period