

# Locksmith Job Description

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- Master and interpret Master keying guides; use knowledge of how locks work to interpret and preserve the integrity of an individual's or organization's master key system
- Install, repair, change, and service locks and securities of all types as may be demanded by the individual or organization
- Repair or change key combinations on safes
- Construct or duplicate keys from existing ones, patterns, and codes
- Create combinations for locks where there is no existing combinations or keys
- Could be in charge of the keys for entrance into corporations or organizations as desired by the organization
- Service and repair "panic" hardware on security doors
- Maintain both mechanical and electronic key card systems in organizations. This could involve troubleshooting, repairs, regular maintenance of the lock system
- Issue keys to members of the organization and keep records of the keys issued and returned
- Install and fix door hardware systems
- Replace or service worn out components of a door security system, including the lock, tumblers, springs, and other important parts.