

**City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice**

Civil Service Title: Locksmith	Level: 00
Title Code No: 90723	Salary: \$173.84/Per Day
Office Title: Locksmith	Work location: Various
Division/Work Unit: DFMC	Number of Positions: 1
Hours/Shift: Day	

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire a Locksmith to work within the Division of Facilities Management and Construction (DFMC). The qualified candidate's responsibilities will include, but not be limited to:

- Install, maintain and repair all types of locks and locking devices
- Open, repair and drill safes and changes combinations
- Make keys with or without duplicate and key change numbers
- Set up and change key combinations
- Instruct designated personnel in the operation of the key control system
- Keep inventory records and prepare material requisitions

Qualification Requirements

1. Five years of full-time satisfactory experience as a locksmith acquired within the last ten years; or
2. Three years of such experience plus sufficient related and approved educational training or full-time satisfactory experience as a locksmith apprentice or trainee to make a total of five years of experience. Six months of acceptable experience will be credited for each year of related and approved educational training or full-time experience as a locksmith apprentice or trainee; or
3. Education and/or experience which is equivalent of "1" or "2" above. However, all candidates must have at least three years of experience as described in "1" above.

License Requirements

At the time of appointment, candidates must possess a valid New York City Locksmith License. This license must be maintained for the duration of employment.

Essential Skills

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/006196. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 09/03/2009	Post Until: 11/03/2009	JVN: 868-2010-006196
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The City of New York is an Equal Opportunity Employer.