



- **Interpersonal skills using tact, patience and courtesy.**
- **Oral and written communication skills.**
- **Record-keeping techniques.**

Ability to:

- **Proficiently use hand and power tools and shop equipment related to two or more of the building trades.**
- **Estimate time and materials needed on a wide variety of projects.**
- **Determine priorities and schedule work effectively and efficiently.**
- **Lift heavy items.**
- **Keep work records and make reports.**
- **Understand and carry out oral and written instructions.**
- **Maintain cooperative working relationships with those contacted during work.**
- **Lead and participate in a variety of skilled activities in the installation, maintenance, repair and alteration of locks on doors and cabinets.**
- **Develop and implement locksmith projects.**
- **Train and provide work direction and guidance to assigned personnel.**
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