

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Foreman – Locksmith/Door
Pay Table:	Support
Pay Grade:	17
FLSA Status:	TBD
Job Code:	620
Reports to:	Maintenance Coordinator

JOB SUMMARY

Under the general supervision of the Maintenance Coordinator, the Foreman – Locksmith/Door directs and supervises the activities of the department personnel and assists with locksmithing and with the repair and replacement of doors and related hardware.

ESSENTIAL JOB FUNCTIONS

- Receives written work requests and call-in job requests from Coordinator. Assigns work to locksmith personnel. Assigns personnel to update and make code required alterations.
- Inspects work in progress and completed work to provide direction and to ensure that work is completed as required.
- Prepares annual evaluations on personnel. Conducts performance reviews.
- Completes daily trip sheets on personal work and submits copies to coordinator. Maintains copy in weekly file. Also prepares and submits weekly summary report of department personnel activities.
- Reviews changes in codes and legislation and determines door and hardware requirements. Prepares bid specifications and/or orders required hardware, parts and supplies.
- Prepares keying schedule or program (specifies lock and keying requirements). Reviews and coordinates keying and locks with principals or other supervisory personnel.
- Maintains computerized master key system for district buildings. Cuts keys according to code as designated in system.
- Maintains key inventory for district high security locks. Also maintains Medico lock records. Retains stock of key blanks.
- Re-keys building lock systems (including high security locks). Prepares keying plan. Re-keys and services locks (Takes apart, replaces pins, springs and other internal parts, greases, etc.). Makes up new keys (by code and impression).
- Responds to emergency lock problems (keys broken off in lock, outside doors that will not close, lockouts, etc.).

- Assists in rebuilding door closer.
- Installs and programs electronic locks.
- Opens locked vehicle doors.
- Installs new wood and metal doors and frames in buildings.
- Installs door hardware, including door handles and locks, hinges, strikers, latches, closures, door stops, kick plates, weatherstripping, panic devices, thresholds and sweeps. Makes minor patch repairs in sheetrock, as required for installation of doors.
- Installs window, screens and window hardware.
- Repairs doors and related hardware (fire doors, exit hardware, door closer, damaged doors, replacement thresholds, etc.). Cuts air vents in doors.
- Fills truck with fuel at contract vendor.
- Arranges for truck service as required.

MINIMUM REQUIREMENTS

- High School diploma and some college-level coursework.
- Formal or apprenticeship training in locksmithing.
- Seven (7) to ten (10) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Some knowledge of general construction and carpentry.
- Specialized knowledge of door installation and repair.
- Ability to repair and rebuild door closers.
- Thorough knowledge of locksmithing.
- Good interpersonal skills for interaction with principals and other supervisory personnel.
- Basic computer operation skills.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to prepare purchase orders.
- Ability to manage inventory and property.
- Ability to make budget recommendations and manage the budget.
- Ability to use or repair small and medium equipment and machinery.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.