

## 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.*

<b>Job Title:</b>	<b>Locksmith</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	12
<b>FLSA Status:</b>	TBD
<b>Job Code:</b>	643
<b>Reports to:</b>	Foreman

### **JOB SUMMARY**

Under the general supervision of the Foreman, the Locksmith installs, maintains, and repairs locks and door control hardware, cuts keys, manages key control, and generally maintains the security of all district buildings.

### **ESSENTIAL JOB FUNCTIONS**

- Installs, repairs and re-keys door locks and high security locks.
- Installs, re-keys and repairs cabinet and desk locks and hardware.
- Installs, maintains, repairs and rebuilds electronic and hydraulic door-control hardware.
- Installs door locks and panic hardware.
- Maintains and repairs safes and vaults, and changes combinations.
- Installs and repairs doors and door casings and hardware.
- Designs and builds specialized lock systems for refrigerators, cabinets, etc.
- Establishes and maintains key control systems in schools.
- Establishes single key and multi-level master key systems (Sets up and maintains key box. Changes keys in district key boxes as required by building key changes.).
- Originates keys (by code, impression, etc.) and duplicates existing keys. Identifies key-way and key blanks by manufacturer and key number.
- Trains and supervises part-time employees.
- Ensures that all installations and repairs meet required health, fire, safety, and ADA codes.
- Interacts with principals, teachers, custodians and other maintenance personnel in the coordination and completion of assigned tasks.
- Opens locked vehicles and repairs vehicle locks.
- Completes daily trip and job sheets.
- Maintains equipment and machinery (i.e. key machines, vehicle servicing).
- Stocks supplies.
- Examines architectural specifications for compatibility with district systems.
- Examines hardware to determine suitability for district use.

**MINIMUM REQUIREMENTS**

- Formal training or apprenticeship training in locksmithing preferred.
- Four (4) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Closer certification.
- Driver's license.
- Locksmith certification preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and write and perform basic mathematical calculations.
- Basic understanding of the inner working mechanisms of all locks and door control hardware and combination safe locks.
- Basic understanding of electricity and electronic hardware and the equipment used.
- Knowledge of correct procedures in setting up single key to multi-level master key systems.
- Knowledge of car lock mechanisms and opening procedures.
- Ability to identify key-ways and key blanks by manufacturer key number.
- Hand-eye coordination skills.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to use small office equipment and computers.
- Ability to use or repair small and medium equipment and machinery.
- Ability to manage inventory and property.

**PHYSICAL DEMANDS**

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 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.*