

**Alarms/Locksmith Foreman
New Hanover County Schools**

Job Description

Class: Classified

Dept: Maintenance Operations

TITLE: Alarms/Locksmith Foreman

QUALIFICATIONS:

1. High School degree or equivalent.
2. North Carolina Locksmith license required.
3. Valid North Carolina driver's license.

REPORT TO: Assistant Director of Maintenance Operations

JOB GOAL: To perform maintenance, repairs and replacement of various components of the physical structure of the building. Install, maintain and repair locks, locking mechanisms, closers, magnetic locks, strikes and controllers. Oversee maintenance of the fire suppression and building alarm systems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules and procedures as required by Maintenance Operations, and ensure staff follows departmental procedures and New Hanover County Schools' policies; follow and enforce keying procedures; monitors work of service contractors.
2. Repair, modify, or replace all types of locking devices, with or without key; makes key impression for lost keys; fabricate or repair lock parts by filing, soldering, bending, and lapping; design and maintain preventative maintenance program for existing locksets.
3. Design and maintain great grand master keying system; provide master key lock cylinders as needed.
4. Program and maintain computer managed lock systems; under emergency conditions, open lockout situations.
5. Troubleshoot electronic locksets and repair as needed; troubleshoot basic alarm operation problems and determine proper repair process.
6. Maintain accurate records of keys and lock combinations in all buildings including any assigned personnel receiving keys.
7. Oversee contracted security; evaluate performance of contracted security guards.
8. Continue education/training with alarm systems and the locksmith trade.

9. Consult with directors, administrators, site-based managers, and local official inspectors regarding security needs involving safety, security, and federal, state, and county building codes.
10. Maintain accurate school system emergency point-of-contact list and coordinate list with alarm monitoring company 911 Center, and on-call personnel.
11. Enter all complete work order daily; address all day-to-day personnel issues in the Alarms/Locksmith Shop; supervise and evaluate Alarms/Locksmith Shop staff; review all construction documents.
12. Prepare and submit, to the director of Maintenance Operations, weekly shop projects' summary reports, shop meeting summary reports, and annual budget for Alarms/Locksmith Shop.
13. Willing to be on call in case of emergency.
14. Provide supervisory and journeyman-level skills for lock services involving the installation, repair, and maintenance of locks and the preparation of plans and specifications for lock security records. Responsible for the supervision of activities relating to lock and alarm services and records.
15. Service on the On-Call Team when directed by the Director of Maintenance Operations.
16. Perform related duties and responsibilities as requested by Director or Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting salary and/or Grade: Grade 73

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to operate duplicate key cutters; key code cutters, portable and electric hand tools (drills, saw, etc.) necessary in the locksmith trade and for minor carpentry tasks.
- Ability to interpret plans, blueprints, codebooks, and understand hardware schedules.
- Ability to work independently, without close supervision.
- Physical dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.
- Functional knowledge of existing building codes related to the locksmith trade.
- Knowledge of various types of security devices such as: Magnetic-Locks, Door Strikes, Key Pads, Badge Readers and Motion Detectors.
- Ability to follow verbal and written instructions.