

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

**Job Description**

**Class: Classified**

**Dept: Maintenance Operations**

**TITLE:** Alarms/Locksmith II

**QUALIFICATIONS:**

1. High School degree or equivalent.
2. North Carolina Locksmith I license or four years' experience as a locksmith.
3. Valid North Carolina driver's license.

**REPORTS TO:** Alarms/Locksmith Foreman

**JOB GOAL:** To perform maintenance, repairs, and alterations of architectural hardware under general supervision of the Alarms/Locksmith Foreman.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follows all rules and procedures as required by Maintenance Operations; follows and enforces keying procedures as outlined in the school keying procedure.
2. Repairs, modifies or replaces all types of locking devices, with or without key; fabricates or repairs lock parts by filling, soldering, bending, or lapping.
3. Under emergency conditions, opens lockout situations.
4. Maintains accurate records of keys and lock combinations in all buildings including any assigned personnel receiving keys.
5. Reviews hardware schedules, blueprints, plans, sketches, work orders, etc., to determine applicable hardware specifications.
6. Develops and maintains preventative maintenance program for existing locksets.
7. Designs and maintains great grand master keying system; provides master key lock cylinders as required.
8. Programs computer managed lock systems.

9. Troubleshoots electronic locksets and repairs as needed; troubleshoots basic alarm operation problems and determines proper repair process.
10. Covers duties of Alarms/Locksmith Foreman in his absence.
11. Consults with directors, administrators, site-based managers, and local official inspectors regarding security needs.
12. Continues education/training with alarm systems and the locksmith trade.
13. Responsible for completing all data when applicable for closing work orders daily.
14. Willing to be on-call in case of emergency.
15. Performs related duties and responsibilities as requested by Director or Foreman.
16. Serves on the On-Call Team rotation shift when so directed by the Director of Maintenance Operations.

*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 64

**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 work independently, without close supervision.
- Ability to solve problems.
- Physical dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.
- Good organizational skills.
- Ability to follow verbal and written instructions.