

POSITION TITLE: Structural Technician II

QUALIFICATIONS: High school diploma or its equivalency and at least four years' experience at journeyman level in the installation, servicing and repair of locks and hardware, or an equivalent combination of training and experience as a locksmith. Working knowledge of the methods, procedures, tools, and equipment of the locksmith trade. Must have demonstrated ability of carpentry work, local building/construction codes, policies, guidelines and procedures. Must have excellent knowledge of the occupational hazards and required safety precautions and ability to interpret and work from instructions, guidelines, regulations and policies. Ability to follow written and oral instructions, diagrams and manufacturer's manuals. Ability to perform routine clerical tasks and mathematical computations. Must be able to climb different extension ladders and have no fear of heights. Must be able to lift and carry 50 lbs frequently for short distance or with the aid of load bearing equipment. Must have sufficient strength and dexterity necessary to perform all required tasks including lifting, stooping, bending and carrying equipment and materials. Ability to work in a cooperative manner with co-workers, supervisors, managers, school administration and staff. Must adhere to all policy and **Necessary Special Requirement:** Valid Virginia motor vehicle operator's license with a satisfactory record. **Note: Applicant may be required to demonstrate skill level by completing a performance test.**

PERFORMANCE EXPECTATIONS: Responds to emergency duty assignments when required. Disassembles and replaces padlocks, safe locks and door locks. Repairs and replaces worn pins, springs, and other lock parts. Must have the knowledge to re-pin/re-key all types and brands of locks. Must have the ability to use a key punch and key cutter to duplicate keys for replacement. Uses lock-pick to open doors, desks and cabinets and opens safe locks. Keeps records of all locks and keys used by the school division. Repairs lockers, cabinet locks, and toilet tissue and soap dispensers. Repairs door closers, panic bolts, holder arms, and weight scales, and install, set up and initiate access control hardware and software. Constructs, installs, and repairs structural woodwork and equipment working from blueprints, drawings or oral instructions conforming to local building codes. Builds, repairs and installs counters, cabinets, benches, partitions, floors, doors, building framework and trim, using carpenter hand and power tools. Installs glass in windows, doors, and partitions. Replaces damaged ceiling tiles, floor tile, and wall coverings. Performs general carpentry work in the alteration, repair and maintenance of buildings, floors, roofs, stairways, partitions, doors, screens, windows and scaffolding. Forms wood fixtures, furniture and repairs tables, chairs, and benches. Builds concrete forms and replaces wooden window sashes. Sands and finishes floors. Performs skilled bench work in a carpentry shop operating power saws, jigsaws, wood lathes, plans, sanders and mortising machines. Cleans, sharpens and repairs hand and bench tools. The worker is subject to inside and outside environmental conditions, noise, vibration, atmospheric conditions, oils, and wearing a respirator. Makes estimates of time and materials required for task and keeps simple records. Supervises and instructs helpers and apprentices. Performs other related duties as assigned.

GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK: Performs semiskilled work of the locksmith and carpenter trade. Work is performed under regular supervision. Work requires the exertion of 35-50 pounds of force constantly and 50-75 pounds or more of force frequently to move objects load and unload materials, supplies and property. Work requires frequent climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping and feeling. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception. The worker is subject to inside and outside environmental conditions, extreme cold and heat, noise and hazards atmospheric conditions.

REPORTS TO: Foreman

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 113

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Non-exempt