

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SKILLED MAINTENANCE WORKER - LOCKSMITH

BASIC FUNCTION:

Under the direction and supervision of the Supervisor, Maintenance and Grounds, performs journey-level and semi-skilled duties in the installation, repair and maintenance of District locks, doors, windows and related hardware; originates and duplicates keys; develops and maintains master and grand master key systems; may assist in the performance of skilled work in other related building trades areas as assigned.

ESSENTIAL DUTIES:

Performs journey-level locksmith duties in the installation, repair and maintenance of locks and related parts.

Installs new locks; re-keys existing locks; repairs, opens and removes locks; disassembles locks; clears keyways of obstructions; repairs, replaces, and alters worn tumblers, springs, and other parts on District-owned vehicles, school buildings and other facilities, as well as desks and cabinets.

Develops and maintains master and grand master key systems.

Maintains security of keys until delivered to designated locations.

Services and repairs combination locks, (changes combinations) including District and school site safes.

Installs, maintains, and/or repairs panic bars and other exit hardware.

Operates a variety of equipment, tools, and machines, such as saws, grinders, sanders, hand tools, key coding and key duplicating equipment, jigs and fixtures for installation of locks.

Maintains a variety of comprehensive records and files, including key numbers and lock locations, and records of work orders, maintenance and purchases.

Establishes an estimated cost for materials and a scheduled timeline in which to complete projects.

Responds to emergency key and other related security needs.

Plans and lays out locksmithing work, including estimating labor and materials costs.

Requisitions and secures needed parts and materials from District established vendor lists.

Operates assigned district vehicles in carrying out duties and responsibilities.

OTHER REPRESENTATIVE DUTIES:

May be assigned to assist in skilled, semi-skilled or unskilled duties as needed.

May be assigned to install doors, as needed.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision: Reports to and receives direction from the Supervisor, Maintenance and Grounds.
- Internal Contacts: Continuing contact with other maintenance personnel, school principals, teachers, custodians, and other district personnel.
- External Contacts: Continuing contact with material supply sources. Some contact with sales people and contractors.
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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Master key systems, inventory, key control and record-keeping.
- Computers, MS Excel and Word programs.
- Proper methods, materials, tools, and equipment used in locksmith work, such as bitting and maintenance of bitting lists.
- The variety of locks and hardware available, and proper use for each type appropriate for District use.
- Hardware specifications and reference codes used in construction specifications and plans.
- Methods, equipment, and materials used in the installation and anchoring of equipment.
- Shop mathematics applicable to the locksmithing trade.
- Applicable laws, codes and regulations including fire, safety, handicap and related codes.
- Health and safety regulations, and appropriate safety precautions and procedures required in a school environment.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform journey-level locksmith duties in the installation, repair and maintenance of locks and related parts.
- Operate and maintain specialized locksmith tools and equipment and a variety of hand and power tools skillfully and safely.
- Install and anchor equipment.
- Perform shop mathematics.
- Plan and lay-out locksmithing work.
- Estimate materials and labor costs.
- Work from blueprints, shop drawings, and sketches.
- Operate District vehicles observing safe, legal defensive driving practices.

Maintain routine records and logs.

Maintain tools and equipment in clean working order providing proper security.

Meet schedules and timelines.

Perform and/or learn to perform a wide range of general maintenance and repair work.

Provide work direction and guidance to others.

Work independently with little direction.

Understand and follow oral and written directions.

Interpret a variety of instructions furnished in written, oral, and diagram form

Establish and maintain cooperative and effective working relationships with others.

Work courteously and tactfully with co-workers and public.

Prioritize and identify needs and solve problems independently as appropriate.

Receive constructive criticism and modify work appropriately.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects weighing up to 50 pounds, and occasionally lift and/or move objects weighing more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this classification, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles. The noise level in the work environment is usually moderate but on occasion can be loud.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) High school graduation or equivalent; supplemented by courses in locksmithing and, (2) Three (3) years of journey-level locksmith experience in the keying, repair, and installation of locks, locking devices and other security equipment; experience in the maintenance and repair of Russwin locks preferred

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

Insurability by the District's insurance carrier.

PREPARED BY: Classified Personnel Department DATE: 2/89

APPROVED BY: Board of Trustees DATE: 5/11/89

APPROVED BY: Personnel Commission DATE: 5/11/89

REVISED BY: Personnel Commission DATE: 6/20/06