



Job Description
Revised/Updated: March 2023

Job Title: **Locksmith**
 Job Family: **Trades**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **060527**
 FLSA Status: **Non-Exempt**
 Shift Differential: **Yes**
 Pay Range: **G16**

SUMMARY: Responsible for installing, maintaining and repairing District security devices including cutting and fitting keys to locks, maintaining master key systems, changing lock and key systems, changing combinations on electrical and mechanical locks and picking and bypassing locks. Specific duties include responding to emergency security concerns, performing inspections and updating technical specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Install, maintain and repair locks and all door-related hardware, including cutting and fitting keys to locks, maintaining master key systems, changing lock and key systems, changing combinations on electrical and mechanical locks and picking and bypassing locks. Order and maintain inventory lists of parts and hardware needed. Perform audit of door hardware.	D	56%
2. Respond to work orders pertaining to overhead doors, gates and exterior security gates. Perform needed tasks to make opening safe and usable. Coordinate service with district approved vendors as needed. Follow-up with inspection of repairs and approve payment to vendor.	D	10%
3. Document daily work progress, expenses, and vehicle mileage. Attends departmental meetings. Facilitates everyday District operations.	D	4%
4. Performs audits, produces estimates, and using the computer. Revise and update technical specifications on the computer.	D	3%
5. Install, repair and troubleshoot automatic openers.	W	6%
6. Provide inspections and security consultations on new construction. Review drawings, plans and submittals and make necessary changes to comply with district standards.	M	7%
7. Install, performs preventative maintenance, and repairs on doors, door hardware, closers, hinges, frames, and panic bars, etc. Complete state annual permit logs.	M	2%
8. Open and set combination on safes and vaults.	M/A	2%
9. Perform visual inspections annually of fire-related overhead doors after district fire tests. Coordinate service of doors not inspected. Perform follow-up as needed and approve payment.	A	5%
10. Perform other job-related duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of three years of experience in commercial/institutional locksmithing services.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- Certified Registered Locksmith Certification by ALOA preferred at time of hire.
- Valid Colorado driver’s license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Ability to frequently travel among district facilities.
- District asbestos training certification.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication , collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to respond to departmental emergencies.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Basic locksmithing skills.
- Critical thinking and problem solving skills.
- Knowledge of lock picking devices, code cutting devices, hand/power tools and key machines.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks.
- Ability to comply with Maintenance On-Call Policy.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with hand and power tools, key machines, code cutting machines, lock picking tools and bypass devices.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Carpenter, Lead	5048

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for ordering and purchasing materials using District credit card and properly documenting those transactions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
11 to 25 pounds			X	
26 to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	