Job Title: Locksmith Non-Exempt

Reports to: Maintenance Director

Dept./School: Operations

Primary Purpose:

Under the supervision of the maintenance foreman, the locksmith shall be responsible for the maintenance and repair of all locks, door closures, and security hardware of the school district.

Qualifications:

Education/Certification
None specified

Special Knowledge/Skills:
Ability to work well with others, to follow directions and to have good communication skills
Record of safe driving on a current Texas driver's license
Capability of handling responsibility in job assignments and in complying with district policies and procedures
Ability to tolerate exposure to extremes in temperature and weather conditions, both indoor and outdoor
Competence in operating all equipment and tools associated with this trade
Ability to reach and work above shoulder level
Alternatives to the above qualifications which the administration may find appropriate and acceptable

Minimum Experience:
Verification of five years experience as a locksmith, and must be bondable

Major Responsibilities and Duties:

1. Repair or replace all security devices in the district.

2. Duplicate or re-issue keys on a need-to-have basis, coordinated through the maintenance director or foreman.

3. Keep work site, truck and shop area clean at all times.

4. Order and maintain necessary supplies for the operation of the department, coordinated through the maintenance director or foreman.

5. Keep up-to-date inventory of parts and supplies.

6. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____