

**BRIGHTON SCHOOL DISTRICT  
CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Locksmith  
**Previous Title:** System Maintenance Technician  
**Date Prepared or Last Modified:** December 2022  
**Work Year:** 12 Months  
**Department:** Facilities  
**Reports To:** Facilities Director

**SUMMARY:** Responsible for installing, maintaining, and repairing doors and hardware. Specific duties consist of cutting and fitting keys to locks, changing lock and key systems, changing combinations on electrical and mechanical locks and picking and bypassing locks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 65% Act as locksmith and inspect and repair doors and hardware, including door closures, panic bars, and locking devices. Install, maintain, and repair locks Cut new or duplicate keys (e.g., building, file cabinets, desks, cabinets, intrusion alarms, lost or stolen lock/keys, etc.) for the purpose of providing the school district with a master key system and ensuring security of its facilities. changing combinations on electrical and mechanical locks, pick and bypass locks. Repairs a variety of items, systems, and/or components (e.g., locks, worn tumblers, springs, exit hardware, etc.) Logs all information for changes that are made.
- D 2% . Manage/Prioritize workload using work order system. Ensure all Action boxes have been populated with notes, dates, initials and complete work orders on timely basis. Maintain records on all maintenance performed and file all work orders and other records.
- W 3% Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action, and/or complying with building and safety regulations.
- D 20% Perform finish carpentry work including laminate repairs and installation on cabinets and countertops, and maintenance and repairs on partitions, doors and drywall. Repair, replace and/or install windows, screens, vinyl moldings, glazing, caulking, window coverings and associated hardware. Repair and/or replace floor tiles, carpet, VCT, sheet goods, and wall base as needed. Move furniture, fixtures, and equipment. Perform minor electrical repairs, 120V or less. Repair and replace plumbing fixtures including flush valves, sinks, and faucets. Inspect buildings to identify building maintenance needs and safety issues.
- W 2% Assist other trades and departments, i.e. renovations and new construction, collaborate with peers and supervisors. Assist with special projects by creating scopes of work, obtaining cost estimates and collaborating with outside contractors. Check with Director of Facilities, Grounds Supervisor and Custodial Supervisor to see if any deliveries need to go out to district buildings.
- A 1% Assist supervisor in estimation and preparation of budget, evaluation of equipment, supplies, and recommendation for purchase or replacement. Provide input on district capital expense. Read and interpret, sketches, diagrams and construction drawings.
- M 5% Responds to emergency situations when called due to on-call rotation.
- A 1% Perform snow removal as needed.
- Ongoing1% Perform other duties as assigned, for example, after hours' emergencies.

*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.*

**EDUCATION AND TRAINING:** High school diploma or equivalent.

**EXPERIENCE:** Must have a minimum of three years of experience in locksmith services. Knowledge of Schlage, Primus Von Duprin and other institutional commercial hardware.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Basic math, communication, interpersonal, and organizational skills. Knowledge of building maintenance demonstrated upper level proficiency in at least one trade area. Problem solving abilities. Operating knowledge of electrical power tools, hand tools, scaffolding, and lifts required. Operating knowledge of and experience with personal computers and typical office equipment.

**CERTIFICATES, LICENSES, & REGISTRATIONS** Valid Colorado driver's license and locksmith certification required.

**SUPERVISION/TECHNICAL RESPONSIBILITY** This job has no supervisory responsibilities. Acts a resource for new hires by training them on the district's facilities systems and for district personnel, students, and visitors by ensuring a safe environment for learning.

**JUDGMENT AND DECISION MAKING** Work is assigned by Supervisor and via work orders. This position requires application of technical knowledge and prioritization skills to efficiently repair and maintain district systems and handle emergency situations timely and effectively. Work is guided by technical standards and practices, building codes, and district and department policies and procedures. Decision making requires collaboration with Supervisor, Principals and teachers. Supervisor is involved only in major decisions.

**DIVERSITY OF DUTIES:** Duties require an individual to perform locksmith responsibilities and inspect, repair doors, hardware, cut keys, install, maintain, and repair locks. Cross training in locksmithing and building maintenance, basic electrical, plumbing, reading construction documents and building codes, math and analytical skills. Duties impact individuals across the district on a daily basis.

**SAFETY TO SELF AND OTHERS:** Medium exposure to self to bruises, cuts, and fractures due to working in high, precarious places and to hernia due to lifting heavy equipment. Low exposure to self to repetitive motion injuries due to working with hand tools, to loss of limb/sight and disfigurement due to power tools and motorized equipment, and to fatality due to falling from high, precarious places. May also expose others to injuries if a person in this position does not operate equipment safely in the presence of others, does not properly repair or maintain district facilities and systems, and/or does not respond timely to emergency or repair requests.

*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 DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 75 pounds. 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 job, the employee is regularly exposed to vibration. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; outside weather conditions; extreme cold; and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to analyze, evaluate, and use interpersonal skills. Frequently required to compare, communicate, coordinate, and compile. Occasionally required to copy, instruct, and negotiate.