



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepare students for lifelong success!

Locksmith

JOB SUMMARY:

Under general supervision of the Director, Maintenance, Operations and Facilities or designee, performs highly skilled journey-level duties in the installation, repair and maintenance of locks. Maintains and repairs existing and exit hardware, develops and maintains accurate records of master, grand master key and keyless systems; and performs and/or assists other skilled and semi-skilled crafts and trades employees in a variety of maintenance work and assists other journey level trades staff as required.

CLASS CHARACTERISTICS:

This is a highly skilled locksmith class. The incumbent works independently in repairing and maintaining the locks, keys, exit security hardware, keyless systems, and accurate records of master and grand master systems at school sites and other District facilities. The incumbent may also be assigned to perform a wide range of maintenance work at an unskilled, semi-skilled or skilled level in other trades as needs arise.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Install new locks, repair, open and remove locks, and clear keyways of obstructions;
- Programs, reprograms, installs, and maintains coded keyless systems;
- Disassemble locks and repair, replace and/or alter worn tumblers, springs and other parts;
- Cut new, replacement or duplicate keys; re-key locks as necessary;
- Issue and maintain automated District-wide record of duplicate keys and keys issued;
- Troubleshoot, repair, replace and maintain a variety of metal and wood doors, closers, panic bars, door holders, hinges and install latches and dead bolts and other security and/or emergency hardware;
- Plan and lay out assigned tasks, estimate amounts of materials and labor required for locksmith jobs; requisition, order required supplies and materials;
- Recommend purchase of selected parts, materials and equipment to be kept on hand; prepare and maintain work orders, records, and reports related to work performed;
- Operate a variety of equipment, tools and machines, such as drill presses, grinders, key cutters, keying machines, saws, locksmith picks and hand tools;
- Establish and maintain computerized records of master, grand master, and great grand master key systems;

Other Related Duties:

- Assist other skilled and semi-skilled maintenance personnel in work order loads,
- Drive and operate a vehicle to travel to various District sites;
- May lead the work of other maintenance helpers;
- May perform heavy manual labor;

SUPERVISION:

Receives general supervision from the Director, Maintenance, Operations and Facilities or designee. Leadership and direction may be provided to assigned helpers. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Methods, materials, tools and equipment used in the locksmith trade, including installation and anchoring of equipment;
- Current variety of locks and hardware and the best use for each type;
- Master key systems, inventory, control and record keeping systems;
- Applicable laws, codes and regulations including: building, fire, safety, and handicap ;
- Basic math applicable to locksmith and repair trades;
- Appropriate safe working, health and safety precautions and procedures
- Basic record keeping systems.

Ability to:

- Safety and efficiently perform journey-level skilled locksmith duties in the installation, repair and maintenance of locks, and related parts;
- Plan and lay out locksmith projects, including labor and material cost estimates;
- Work from blueprints, diagrams, plans, specifications, drawings, sketches, and technical trade manuals;
- Operate a personal computer PC, email, internet computer applications, and applicable related software;
- Understand and carry out oral and written instructions;
- Communicate effectively both orally and in writing;
- Perform heavy manual labor in outdoor weather conditions;
- Operate District vehicles, observing legal and defensive driving practices.
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Completion of training or formal apprenticeship in the locksmith trade is desirable.

Experience:

- Three (3) years of highly skilled level work experience as a locksmith. OR
- Two (2) years of successful experience as a grounds or maintenance employee performing locksmith related duties for the Ocean View School District.
- Highly skilled is defined as: Work which involves skill and competence in the area, working efficiently leading the work of unskilled, semi-skilled, and skilled employees

Licenses Required:

- Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The position operates in a school environment. The noise level is within moderate noise level range. The incumbent is subjected to inside and outside environmental conditions with occasional temperate changes; exposed to hazards including moving mechanical parts, sharp objects, scaffolds, chemicals, and moving vehicles. The employee may be exposed to flying debris, paint, gas, fumes, dust, and odors. The incumbent has direct and indirect contact with public and other district staff. There may be occasional exposure to blood borne pathogens. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand and walk for extended periods of time, reach within an arms' length, grip and grasp specialized tools and keys, and use repetitive motions of the wrists, hands, and finger. The position frequently requires the incumbent to sit, stoop, climb and work on ladders, kneel, crouch, talk and hear. The position involves little to heavy physical efforts, frequently exerts up to 20 pounds of force to lift and carry hardware and tools; occasionally exerts up to 50 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such installation of key system in various lighting conditions, operating a computer, and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

New classification adopted: 1/19/06

Job Description Review and Revisions Effective: 4/10/14, 7/13/17

SALARY RANGE

Range 40

Classified Bargaining Unit

Locksmith