

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Maintenance Supervisor, the Locksmith will perform skilled locksmith work in repair, alteration, installation and keying of locks on buildings, equipment, lockers, vehicles, etc.; resolving immediate operational and/or safety concerns; maintaining District keying system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Installs locking system (e.g. doors, door hardware, closures, panic hardware, changes locks, security bolts, etc.) for the purpose of maintaining facilities in a safe and operating condition.
- b. Cuts new or duplicate keys for all facilities items or work order requests.
- c. Adjusts, maintains, repairs, and replace door locks, padlocks, tumbler locks, combination locks, and various other lock hardware such as panic bars, door checks, latches, catches, fasteners, and door closures, etc.
- d. Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- e. Diagnoses malfunctions of security systems for the purpose of identifying repair/replacement needs necessary to maintain systems.
- f. Performs minor repair or modifications to door and/or frame for the purpose of ensuring proper closing and security.
- g. Prepares documentation in a variety of written and electronic formats (e.g. card codes, key and material records, key inventory, etc.) for the purpose of providing written support in compliance with regulations and/ or conveying information.
- h. Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- i. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Manual and electrical tools and equipment applicable to locksmith trade.
- Welding techniques.
- Methods and use of test equipment.
- Health and safety regulations.
- Applicable laws, codes and regulations.
- Record keeping techniques.
- Reading and writing communication skills.
- Technical aspects of field of specialty.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Effectively utilize computer systems applicable to the locksmithing trade.
- Learn the characteristics of new materials and equipment and update skills to adapt to changing technology.

Ability to:

- Perform skilled work in the installation, maintenance and repair of locksmith, hardware systems.
- Repair a variety of locks and related hardware.
- Keep accurate records that can easily be accessed.
- Understand and follow oral and written directions from Supervisors or Directors.

- Work cooperatively with others.
- Learn general and specialized software applications that apply to locksmithing.
- Lift and move objects weighing up to 100 pounds.
- Meet schedules and timelines.

WORK YEAR: Classified Employee (12 Months-8 Hours) Work Year
WORK DAY: Monday to Friday, 6:30 AM to 3:30 PM
EDUCATION: High School diploma and/or GED (required)
EXPERIENCE: Two (2) years of demonstrated experience in the locksmithing trade. (required)
LICENSES AND OTHER REQUIREMENTS: Possession of valid California driver's license
SALARY: Classified Employee (12 Months-8 Hours) Salary Schedule Range 27
BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance
PHYSICAL CHARACTERISTICS: Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.
WORKING CONDITIONS: Work includes indoor and outdoor environment, subject to traveling from site to site, exposure from fumes, extreme heat, climbing, crawling, and lifting.