

CLASSIFIED JOB DESCRIPTION

LEAD LOCKSMITH/PLUMBER

JOB SUMMARY:

Under general supervision and direction of maintenance managers, assists with planning, training, scheduling, coordinating, and monitoring the District's locksmith and plumbing services; and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Assists management to coordinate, organize, assign, review, inspect, and monitor District locksmith and plumbing services to ensure work is completed with a high standard of quality, safety, and efficiency.
- In coordination with maintenance managers, recommends priorities and follows up to ensure coordination and completion of assigned work.
- Assists management in scheduling locksmith and plumbing work.
- Provides assistance, information and recommendations to maintenance managers regarding requisition of supplies, materials, and equipment.
- Responsible for documentation and detailed recordkeeping including, but not limited to, lock pinning codes for site rekeying; lock codes by door numbers; lock and key changes; wall and door locations in map form; key control with accountability signatures; vehicle key codes for trucks and buses; and need for repairs, supplies, nonstock requisitions, and transfer of material and equipment.
- Assists in the selection, assignment, and scheduling of members of the District locksmith and plumbing staff.
- Provides information and recommends improvements to District systems as they relate to locksmith and plumbing services.
- Provides information and makes recommendations regarding the performance evaluations, and disciplinary action of District locksmith and plumbing personnel.
- Performs and/or coordinates a variety of locksmith work including, but not limited to; installing and repairing lock mechanisms, cutting new keys; recutting existing keys; opening locked doors, desks, file cabinets, wood cabinets, and vehicles; rekeying cylinders, cores, and locks; designing and/or fabricating special securing devices; maintaining, troubleshooting, and updating District keying systems, programs and databases; creating new keying systems; performing preventive maintenance on all door hardware systems.
- Performs and/or coordinates a variety of plumbing work including, but not limited to; installing, maintaining, and repairing all types of plumbing systems and fixtures, pipes, and water and gas lines; threading, bending, welding, and soldering all types of piping; testing joints and piping systems for leaks; cleaning, cabling, and flushing drains as required to unplug blocked lines; performing preventive maintenance on all plumbing systems.
- Communicates and coordinates effectively with school officials, contractors, supervisors, coworkers, parents, and vendors.
- Assists maintenance managers to review, inspect, and monitor work done by staff, vendors, and outside contractors.
- Assists maintenance managers in directing the workflow of other less experienced

employees as it pertains to locksmith and plumbing services.

- In coordination with maintenance managers, makes recommendations regarding prioritizing, scheduling and assigning job orders based on experience and personal observation.
- Coordinates with maintenance managers on reviewing and developing plans and specifications for replacements, modifications, and new installations of doors, door frames, door hardware, plumbing systems, fixtures, and equipment.
- Receives, investigates, responds, and assists in resolution of complaints regarding locksmith and plumbing services.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of four years' recent successful locksmith and plumbing experience or two years as a locksmith and/or plumber with the District.
- Highly skilled in both written and verbal communication and possess the ability to understand and carry out oral and written directions; perform tasks without immediate supervision; observe, report, and coordinate District needs for locksmith and plumbing services.
- Ability to read blueprints, estimate costs of materials and labor, and effectively communicate with outside vendors.
- Ability to plan, assign, direct, and review the work of others.
- Must possess sufficient strength and stamina to maneuver equipment and furniture weighing up to 90 pounds, with proper equipment.
- Must possess a valid California driver's license. Must have a good driving record and must be able to maintain an insurable status under the District's insurance program.
- Ability to be flexible, work well with others, and communicate effectively with principals, teachers, students, parents, and visitors to the sites.
- Ability to use a computer, smart phone, tablet, or other electronic devices to submit work orders and otherwise communicate electronically.
- Thorough knowledge of methods, tools, equipment, materials, best practices, and means used in locksmith and plumbing work.
- High school diploma or GED required.
- Graduation from a recognized trade school, or completion of equivalent training and experience.
- Must be willing to carry a phone and respond to off-hour calls and may be required to work weekends.

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Classified Salary Schedule: Range 42
BOARD APPROVED: 04/12/17
REVISION DATES: 07/17/23
08/09/2023