San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Locksmith	**Exemption Status:**	Non-Exempt
Reports to:	Director of Maintenance	**Pay Grade:**	06
Works with:	Maintenance Personnel	**Days:**	260
Dept./School:	Maintenance Dept.	**Date Revised:**	7/29/2020

Primary Purpose:

The Locksmith works under the direct supervision of the Director of Maintenance, provides the locksmith function for the district and manages the Best Keying Program.

Prerequisites:

- High School Diploma or GED; and
- Valid Texas Driver's License insurable with San Benito CISD insurance carrier and a good driving
- Experience working with window/door hardware and various building locking devices
- Effective planning and organizing skills
- Skills testing will be required

Special Knowledge/Skills:

- Knowledge of plant operations, cleaning methods and procedures, minor repairs, security, heating and ventilations, and grounds maintenance.
- Ability to read and understand instructions for cleaning, maintenance, and safety procedures
- Ability to operate cleaning equipment and lift heavy equipment.
- Ability to properly handle cleaning supplies

Major Responsibilities and Duties:

1. Complies with District Board Policy and safety procedures.
2. Repairs district locking devices on office equipment.
3. Maintains a working knowledge of installed hardware on doors and windows in the district.
4. Combines cores, cut keys and maintains records for the Best Locking System for the district.
5. Provides hardware layouts for new and repair projects.
6. Prepares initial purchasing documents to construct, repair or replace locking hardware.
7. Responsible for the proper maintenance of all assigned tools and equipment.
8. Keeps all materials stored in a neat and orderly manner, and maintains appropriate records of same.
9. Maintains a clean and safe working area.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not exhaustive list of all responsibilities, duties, and skills required.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Tools and equipment related to locksmith functions.

Posture: Moderate standing, frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting, work in tiring and uncomfortable positions.

Motion: Frequent district wide travel

Lifting: Ability to lift and/or carry moderate weight (15-44), often, sit, stand, walk, climb stairs, ladders, and ramps, balance, stoop, kneel, crouch, push, pull, reach, repetitive hand motions, speak, maintain visual acuity, and drive vehicle. Ability to work outside and inside, sunlight, temperature and humidity extremes. extreme vibration and noise, slippery and/or uneven surfaces, subject to chemical and biological exposure, work around moving machinery and equipment, work around electrical power supply and hazards associated with the welding profession.

Environment: Ability to operate hand and power tools and work in tiring and uncomfortable positions. Work Outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding, and around machinery With moving parts. Exposure to hot and cold temperatures, excessive noises, fumes, and toxic chemicals.

Mental Demands: Requires concentration (i.e. detailed work), communicating (verbal and written), interpretive skills policy, procedures, and data, reasoning skills(understanding intercross of keyways), understanding verbal and written instructions, analyzing, each situation and develop a solution, memorizing combination and ADA requirements, reading skills, coordinating job installation computing data records of systems, instruction proper use of systems, and maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____