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 Helper	**Exemption Status:**	Non-Exempt
Reports to:	Director of Maintenance	**Pay Grade:**	03
Works with:	Maintenance Personnel	**Days:**	260
Dept./School:	Maintenance Dept.	**Date Revised:**	07/23/2020

Primary Purpose:

The Locksmith Helper, under the general direction of the Director of Maintenance, and the immediate direction of Locksmith, and performs general locksmith tasks and repairs.

Prerequisites:

- High school diploma or GED; and
- Valid Texas Driver's License, insurable with the San Benito CISD insurance carrier, and a good driving record

Special Knowledge/Skills:

- Knowledge of hand and power tools; their state operation, capabilities and limitations
- Ability to read and comply with construction drawings and locking devise schedules
- Ability to work independently
- Skills testing will be required

Major Responsibilities and Duties:

1. Complies with District directives and Maintenance Policies and Procedures and follows all safety procedures.
2. Complies to directions issued by the Locksmith in charge of task.
3. Is responsible for proper maintenance and use of all tools and equipment assigned.
4. Helps maintain a clean and safe work area.
5. Keeps all materials stored in a neat and orderly manner
6. Demonstrate regular and prompt attendance.
7. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; 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 _____