

SAN YSIDRO SCHOOL DISTRICT

TITLE: MAINTENANCE/LOCKSMITH

DEPARTMENT: Business

FLSA: Non-Exempt

Revised: December 2023

REPORTS TO: District Administrator

CLASSIFICATION: Classified (12 Month)

SALARY: Classified Salary Schedule (Steps 17-21)

Board Approved: March 2024

BASIC FUNCTION: Under the supervision of the Director of Maintenance, Operations, Transportation, and Facilities Manager the Maintenance/Locksmith will perform skilled duties in the installation, repair and maintenance of doors, locks, cabinets, closures and related parts; make and duplicate keys; maintain the District's master key system and related records.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Plan, organize and perform skilled locksmithing duties related to the installation, repair and maintenance of various locking devices including safes, door hardware, knobsets, padlocks, file cabinets, lockers, panic devices and other equipment.
- Install new locks; remove, open and repair locking devices, isolating and correcting needed repairs; clean internal parts and cylinders.
- Repair and hang wood and metal doors; install, replace or repair various door closure devices and knobsets; repair door jams as needed; determine needed replacement of out-dated or damaged door closure devices; weld metal parts, drill holes and install new hardware as needed.
- Re-key locks to match new or different key configurations; cut original or duplicate keys with and without key machine, patterns or guides; change and adjust lock combinations and key configurations as needed.
- Open key and safe locks using hand tools and special equipment; disassemble and repair padlocks, door and safe locks and other types of locks.
- Repair or replace tumblers, springs and other internal lock parts; re-set or file tumblers to fit locks and replace in cylinder; clean keyways of obstructions including broken keys, foreign objects and glues; determine if lock is beyond repair or salvage and replace as needed.
- Install, repair and replace exit hardware and other floor and surface closing devices; measure, drill, re-thread, mount and install closure; adjust and calibrate closures to meet regulations and standards for pressure and speed of closure.
- Maintain security of records for the master key system and duplicate keys according to established guidelines; purchase needed supplies and materials and maintain records of work completed and materials used.
- Serve in a lead capacity on locksmithing projects and as a member of a crew on other maintenance projects as needed and as assigned.

- Operate a variety of tools and equipment including key machines, drill motors, saws, welding equipment, grinders, routers and hand tools; operate a motor vehicle to drive from one District location to another.
- Assist in general maintenance projects and projects related to other trades as assigned.

KNOWLEDGE:

- Proper methods, materials, tools and equipment used in the locksmithing trade.
- Variety of locks and hardware available and proper use for each type.
- Shop mathematics applicable to the locksmithing trade.
- Applicable codes and regulations including fire codes.
- Appropriate safety precautions and procedures.
- Basic record-keeping techniques.
- Welding and soldering techniques.
- Master key system development and maintenance.
- Wood and metal working skills required to hang doors.

ABILITY TO:

- Perform journey-level locksmithing duties.
- Use tools, equipment and materials of the locksmithing trade safely and effectively.
- Perform shop mathematics applicable to the locksmithing trade.
- Plan and lay out locksmithing work.
- Work from blueprints, shop drawings and sketches.
- Maintain the District's master key system and related records.
- Key and re-key a variety of locking devices.
- Hang wood and metal doors.
- Maintain tools and equipment in safe, clean and proper working condition.
- Communicate effectively with others.
- Understand and follow oral and written directions.
- Overhaul, install and adjust door closures.
- Establish and maintain cooperative and effective working relationships with others.

MINIMUM QUALIFICATIONS:

EDUCATION:

- High School Diploma or equivalent
- California Locksmith License

EXPERIENCE:

- Two (2) years of Locksmithing experience

WORKING CONDITIONS

The position may require working in an outdoor or indoor working environment working in seasonal heat or cold adverse weather conditions, and driving District vehicles of various types and sizes to conduct work. It may also require working in confined work spaces.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.