



Job Title: Specialist - Locksmith

Supervisor: Assistant Manager – Grounds and Central Maintenance

Terms of Employment: 246 days

Job Summary:

The Specialist - Locksmith performs skilled work in the repair, installation and maintenance of District locks, doors, door hardware, vehicles, and door frames; resolving immediate operational and/or safety concerns; assisting other skilled trades; and ensuring that tools and materials are available at job sites. Adhere to HCS core values.

Essential Duties:

1. Installs locking systems such as doors, door hardware, closures, panic hardware, and installs secondary locks, re-keys locks, changes security bolts, etc. for the purpose of maintaining district facilities in a safe, secure and operating condition.
2. Repairs and installs locks and other hardware, such as panic hardware and door closers.
3. Sets up and maintains complete key system for school district including master key systems; maintains a record of all facility keying, mastery keying and district level employee access.
4. Cuts new or duplicate keys for buildings, vehicles, equipment, cabinets, and desks; fabricates unique locks and locking devices for the purpose of meeting specialized security needs within the district.
5. Keeps up with the latest codes for the Americans with Disabilities Act (ADA); ensures compliance with ADA and Fire Marshall Regulations.
6. Maintains all glass, school lockers, and toilet partitions.
7. Completes engravings as necessary.
8. Installs, programs, and maintains electronic access doors and entries, including card access locks and wireless access controls.
9. Repairs various items, systems and/or components, changes lock combinations and existing hardware; takes locking mechanisms apart and replaces worn or broken parts such as springs and worn tumblers; removes broken keys and changes pin lock cylinders and safe combinations; installs or repairs hydraulic door closers and electronic door operators using hand and power tools.
10. Diagnoses malfunctions of lock systems for the purpose of identifying repair and replacement needs; inspects facilities, systems and their components for the purpose of ensuring safety and providing an ongoing program of preventative maintenance.
11. Performs minor repair or modifications to doors and/or door frames for the purpose of ensuring proper closing and security; installs and repairs new or existing doors and door hardware; rebuilds or repairs metal doors.
12. Operates various locksmith and general maintenance tools and equipment such as key duplicators, key code machines, grinders, power tools, and hand tools; and operates a vehicle as required.
13. Monitors all locksmith and maintenance equipment to ensure necessary and timely maintenance; requests equipment and supplies for the purpose of maintaining inventory and ensuring the availability of required items.



14. Coordinates with administration and other trades for the purpose of completing projects and work orders efficiently; informs appropriate staff regarding procedures and/or the status of existing work orders.
15. Prepares documentation in a variety of written and electronic formats such as daily paperwork or time and materials logs, key and materials records and inventories.
16. Efficient with CMMS (Computerized maintenance management system) such as SchoolDude.
17. Responds to emergency situations during or after normal working hours for the purpose of resolving immediate safety or security concerns.
18. Interprets and applies plans, work orders, blueprints, specifications and sketches.

Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of support personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Completion of high school diploma required.
2. Minimum two years of experience in lock smithing required.
3. Certification from National Lock Smithing Institute preferred or completion of (NLSI) certification preferred.
4. Must possess and maintain a valid South Carolina driver's license.
5. Completion of ACT WorkKeys.
6. Extensive knowledge of the practices, procedures, materials and supplies of the locksmith and general maintenance trades.
7. Knowledge of the types and uses of locks and knowledge of the latest locks, locking systems and electronic security devices.
8. Knowledge of the occupational hazards and safety precautions of trade.
9. Knowledge of the tools and equipment used in locksmith, carpentry, and general maintenance work.
10. Knowledge in applying sketches, plans, blueprints, and work orders for the completion of locksmith work.
11. Demonstrated ability to follow instructions, both oral and written, for prescribed job responsibilities.
12. Knowledge of how to properly perform manual tasks.
13. Ability to use small office equipment, including copy machines or multi-line telephone systems.
14. Ability to use computers for data entry.
15. Ability to communicate with supervisors, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
16. Ability to use or repair small/light equipment, such as power tools.
17. Ability to use or repair medium equipment and machinery, such as vehicles or commercial mowers.



18. Knowledge and use of standard spacing, measurements and layout common to trade.
19. Ability to guide and train other employees.
20. Ability to assume workload and follow-up on tasks with minimal directions.
21. Skills in basic arithmetic; ability to calculate volume and measure materials precisely.
22. Ability to estimate time and materials for job and keep records of stock.
23. Ability to determine proper locks and hardware for special applications.
24. Determine and control necessary parts and stock for district needs.
25. Use sound judgment in making decisions for security and safety in emergency situations.
26. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.
27. Knowledge of proper PPE is required to perform task.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 100 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Ability to climb ladders
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone.
- Speak in audible tones so that others may understand clearly in person and on the telephone.
- Ability to wear PPE (eye protection, hearing protection, hand protection, protective clothing, safety toe shoes, etc.).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 106

Please click [here](#) for salary scales.



This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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