

Alarms/Locksmith II
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Operations**
Dept.: **Maintenance Operations**

TITLE: **Alarms/Locksmith II**

QUALIFICATIONS: 1. High School Diploma or equivalent.
 2. North Carolina Locksmith I license or four years' experience as a locksmith.
 3. Valid North Carolina driver's license.

REPORTS TO: General Services Supervisor

JOB GOAL: To perform maintenance, repairs, and alterations of architectural hardware under general supervision of the General Services Supervisor.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of Maintenance Operations and New Hanover County Schools, along with state and federal regulations pertaining to school/department issues.
2. Repair, modify or replace all types of locking devices, with or without key; fabricate or repair lock parts by filling, soldering, bending, or lapping.
3. Under emergency conditions, respond to lockout situations.
4. Maintain accurate records of keys and lock combinations in all buildings and for all assigned personnel receiving keys.
5. Review hardware schedules, blueprints, plans, sketches, work orders, etc. to determine applicable hardware specifications.
6. Develop and maintain preventative maintenance programs for existing locksets.
7. Design and maintain great grand master keying system; provide master key lock cylinders as required.

8. Program computer managed lock systems.
9. Troubleshoot electronic locksets and repair as needed; troubleshoot basic alarm operation problems and determine proper repair process.
10. Consult with directors, administrators, site-based managers, and local official inspectors regarding security needs.
11. Continue education/training with alarm systems and the locksmith trade.
12. Assist with coordination of routine alarm/locksmith needs, setting priorities, and handling more complex assignments.
13. Assist with entering/closing work orders for the Shop and processing requisitions.
14. Willing to be on-call in case of emergency.
15. Strive to maintain and improve professional competence. Participate in the development and support of the broad school/department vision.
16. Perform related duties and responsibilities as requested by Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to operate duplicate key cutters; key code cutters, portable and electric hand tools (drills, saw, etc.) necessary in the locksmith trade and for minor carpentry tasks.
- Ability to work independently, without close supervision.
- Ability to delegate work in a timely manner.
- Ability to solve problems.
- Physical dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.
- Good organizational skills.
- Ability to follow verbal and written instructions.