**Job Description**
**MOORE PUBLIC SCHOOLS**

**Job Title:** **Locksmith/Electric Motor Repair**

**Qualifications:**

**Credentials:** Valid Oklahoma Drivers License and acceptable driving record

**Education:** High school, GED or equivalent experience in locksmithing.

**Training or Experience Required**: Between 1-2 years of directly related experience repairing locks and making keys will be a Class 3. Between 3-4 years of experience with the added responsibility of picking up parts at various sites for the districts use, may move to Class 5.

**Special Skills, Knowledge, Abilities:**

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic blueprints, charts, diagrams, maps or instruction material.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training.

**Site:** **Various**

**Reports To:** **Director of Maintenance**

**Locksmith/Electric Motor Repair** **(2 of 3)**

**Job Goal (Purpose of Position):** Performs skilled level duties under general supervision to help maintain the physical school plant by keeping locks working properly and by properly securing buildings. Assists with picking up parts at various sites for the district's use.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he will have to
interpret policies and procedures and follow predetermined solutions established by higher level supervision or operating procedures.

**Contact with Others:** An incumbent in this position has regular public contact with outside personnel requiring skills in interpersonal relations.

**Other Performance Measures:**

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury.

It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self discipline and effective problem solving are necessary for the success of the position.

**Essential Job Functions:**

1. Repairs, replaces, and resets locks to keep building secure.

2. Makes keys as needed for all buildings. Assists architect on key code for school district. Maintains inventory of who has keys for security reasons.

3. May assist Glazier or Carpenters to install metal doors, frames, closers, panic bars, and window repair.

4. Cleans work area and maintains locksmith shop and tools, including assigned vehicle.

5. Informs supervisor of known failures or likely failures of locks or door hardware.

6. Picks up parts and equipment from various sites for district use.

7. Performs other duties as assigned.

**Supervision exercised:** An incumbent does not supervise.

**Locksmith/Electric Motor Repair** **(3 of 3)**

**Physical/Mental Requirements and Working Conditions:**

In a work day, the employee may sit up to 4 hours per day; stand/walk 4-8 hours per day. Employee's job requires occasional bending/stooping, squatting/crouching, crawling/kneeling, reaching above shoulder, and pushing/pulling.

Employee's job requires occasional carrying/lifting of up to 75 pounds for doors, frames, windows, etc. Job requires employee to use both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation. Employee must possess manual dexterity/visual ability to operate hand and power tools, and ladders. Employee must possess hearing/speaking ability to provide instructions and communicate.

Employee's job requires working on unprotected heights (roofs); use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to toxic gas, dust, solvents, fumes, gases.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category C (Level I)
Category D (Level II)

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Revised 1998-99 Negotiated Contract
Approved 08-09-93
Revised 01-16-01