EAU CLAIRE AREA SCHOOL DISTRICT

## JOB DESCRIPTION

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| **Job Title** | Maintenance II – Locksmith |
| **Department** | Buildings & Grounds |
| **Reports To** | Director of Buildings and Grounds |
| **Classification** | Buildings & Grounds Bargaining Unit |
| **Location** | |
| **Salary** | On Schedule |
| **Length of Contract** | 12 Months |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Maintenance II – Locksmith is responsible, under the supervision of the Director of Buildings and Grounds, for maintaining and repairing physical structure of the buildings, furniture and equipment and in construction and replacement of necessary, shelving, cabinetry, and like furnishings. Performs general maintenance functions as required with the District as directed by the Director of Buildings and Grounds. Works designated hours; receives maintenance and job assignment from Director of Buildings and Grounds.

## Essential Job Functions

- Repairs and maintains doors and frames, using portable power equipment where needed. Applies and installs new types of building materials, plastics, metals, and hardware.
- Hangs doors, installs all door hardware and locks.
- Assists contractors with door/frame installation.
- Performs preventative and restorative maintenance on district security equipment.
- Repairs/installs floor tile.
- Repairs glass, broken equipment, including storm windows and screens.
- Repairs, maintains, and abates asbestos materials as needed.
- Repairs, maintains, and abates lead-containing materials as needed.
- Maintains records of all key issue transactions.
- Plows snow.
- Operates heavy equipment.
- Performs general maintenance as required.
- Implements District security measures.
- Assists other crafts as needed. May perform work in other craft areas as needed.
- Performs custodial work as needed.
- Performs other related work as the individual job requires.

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**Ancillary Job Functions**

- Responds to emergency snow removal events as directed by supervisor.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School diploma or GED equivalent
- Ability to physically perform general maintenance duties including scaffolding work. Must be man-lift certified.
- CDL with proper endorsements
- LCN Door Hardware certification
- General ability to read and interpret blueprints.
- Demonstrated computer skills.
- Demonstrated mechanical/electrical skills.

**Preferred Qualifications –** Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Ability to understand instructions and underlying principles of electrical and mechanical repairs.
- Ability to diagnose equipment problems and choose the most practical and effective method of repair.
- Ability to respond to emergency snow removal events outside of regular work hours.
- Any craft skills, or general maintenance skills

**Knowledge, Skills, and Abilities –** May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to inspect equipment for wear and perceive details in manuals and stretches for minor repairs.
- Ability to use hand and power tools to dismantle, repair and assemble equipment.
- Ability to perform work in a timely manner, properly, accurately, and with sufficient knowledge.
- Order materials, interact with contractors, document all work performed.
- Ability to interact constructively with public and staff at all levels.
- Ability to work independently without direct supervision.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Requires work in the presence of mechanical and equipment noise.
- Requires working from ladders, lifts, and elevated platforms.

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**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Requires standing and walking on hard services.
- Requires work in the presence of mechanical and equipment noise.
- Requires routine lifting of up to 40 pounds.
- Requires rare lifting of up to 151 pounds.
- Requires working from ladders, lifts, and elevated platforms.
- Requires adapting to rapid changes in temperature.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.