

Ontario-Montclair School District

CLASS SPECIFICATION Lead Locksmith Range 48

GENERAL PURPOSE

Under general supervision by the of the Director for Facilities Planning and Operation and/or Designee, schedules, assigns, leads and participates in the work of journey-level personnel engaged in the installation, repair, adjustment and changing of key and combination locks, door closures and related mechanical and electronic hardware hardware; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Locksmith is an advanced journey-level, working lead class, providing technical assistance, training, and lead worker duties for a staff of journey-level locksmith personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides lead work direction and guidance to staff; plans and assigns work to staff; provides training and technical assistance; inspects and evaluates work performed; identifies problem areas and directs remedial action to be taken; provides input to the evaluation of assigned staff; ensures that activities are carried out safely and that established policies, procedures, and safety measures are followed.
2. Orders and maintains an inventory of tools and materials for the District's locksmith shop; enters and maintains inventories on a computer.
3. Plans future lock and hardware upgrades and retrofits.
4. Performs skilled locksmithing in the inspection, maintenance, repair, installation, and changing of key and combination locks, door closers, and related mechanical and electronic hardware.
5. Dismantles and rebuilds various types of locks and changes lock combinations and parts; re-keys locks; changes safe combinations and assists in repairing safes.
6. Cuts copies of keys, stamps numbers on keys, and enters key information master record system delivers keys to District sites and personnel.
7. Overhauls, adjusts, and installs door closers, panic bars, and emergency opening or alarm equipment.
8. Prepares and maintains detailed records of work performed, pin and rekeying charts, keys, doors, and hardware.

9. Installs, maintains, programs, and repairs electronic door locks District-wide.
10. Performs preventive maintenance on mechanical and electronic locks and hardware including cleaning, lubricating, and tightening parts.
11. Operates a variety of tools and equipment including pin kits, key machines, drill motors, mortise machines, grinders, saws, installation jigs, and a computer.
12. Respond to emergency calls involving fire or general maintenance work; respond to emergency key needs when keys are lost or locks are broken; issue keys to contractors as required.
13. Operates a vehicle to travel to various District sites.
14. Define bid specifications for outside vendors and coordinate work.
15. Assists in the final key installation with new and modernization construction projects as assigned.

OTHER DUTIES

1. Assists other trades personnel as assigned.
2. Schedules and coordinates activities with other personnel and school site administrators.
3. Requisitions necessary tools, equipment, and supplies.
4. Ensures the timely and accurate completion of preventive maintenance activities.
5. Trains and directs the work of others as assigned.
6. Maintains records related to work performed.
7. Makes oral and written reports on work performed.
8. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.
9. Complete work orders using the current implemented work order system.

QUALIFICATIONS

Knowledge of:

1. Proper methods, equipment, and materials used in the locksmithing trade.
2. Appropriate safety precautions and procedures.
3. Proper methods of storing equipment, materials, and supplies.
4. Record-keeping techniques.
5. Basic computer operations.
6. Inventory methods and practices.
7. Methods and practices of effective employee supervision and training.

Ability to:

1. Receive work orders, assign and provide training, and work direction to assigned personnel.
2. Maintain records of work orders including timing and materials.
3. Perform journey-level locksmithing work.
4. Understand and apply appropriate safety standards and procedures.
5. Understand and follow oral and written directions.
6. Maintain tools and equipment in clean and proper working condition.
7. Communicate effectively with others.
8. Perform heavy lifting.
9. Establish and maintain effective working relationships with District management, staff, and others encountered in the course of work.

Education, Training, and Experience:

Graduation from high school or G.E.D. equivalent; and three years of journey-level experience in the locksmith trade.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record, and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds and occasionally over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with management, staff, and others encountered in the course of work.

WORK ENVIRONMENT

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

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is frequently loud.

Board Approval: 2/5/26