JOB DESCRIPTION

JOB TITLE: Maintenance Specialist Locksmith

JOB FAMILY: Facilities & Operations

SALARY RANGE: 59

JOB PURPOSE STATEMENT:

Under general supervision, performs skilled and semi-skilled requirements related to the installation, maintenance and repair of all District locking mechanisms, including doors, jambs, closures, lock security mechanisms, electrical security devices for doors, windows, gates, cabinetry or any other secured space and all associated hardware. Performs other job related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are assigned a variety of tasks in the locksmith trade and are under the supervision of the Director of Maintenance & Operations. Incumbents are expected to work independently and may serve in a lead capacity. The duties listed below are typical, but not all inclusive for this position.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

ESSENTIAL JOB FUNCTIONS:

1. Installs, maintains and repairs door closures, locking mechanisms, door cylinders, stall doors, repairs or replaces broken doors, straightens damaged door jambs, replaces or repairs panic hardware hinges, desks, cabinet locks and all associated hardware with all District locking mechanisms.
2. Performs locksmith duties; install and remove locks, panic hardware, door closure and other door hardware; disassemble, reassemble, adjust and replace door locks, cabinet locks, padlocks and panic hardware; install, disassemble, reassemble, adjust and repair door closer; lubricate, weld and pick locks as needed.
3. Uses power and hand tools to perform the duties assigned.
4. May serve in a lead capacity on designated projects and/or supervise other employees.
5. Coordinates work with contractors and venders.
6. Prepares schedules, records and reports as required.
7. Implements and maintains District master keying system.
8. Maintenance of key assignment logs, and maintains District records.
9. Performs routine safety checks and maintains fluid levels in District vehicles.
10. Under general supervision, will oversee the keying sequence for new facilities.
11. Identifies, orders and maintains adequate supply parts at all times.
12. Prepares wood and metal surfaces for painting by sanding, scraping, sandblasting, washing, dusting, filing; applies primers and finishing coats with brushes, spray machines and rollers.
13. Performs carpentry projects including the installation of paneling, windows, doors, partitions, and tile floors.
14. Uses hand and power tools necessary to perform the duties assigned.
15. Provides cost estimates for assigned projects to include time, labor, parts, supplies and equipment upon request.
16. Conducts surveys of all district door and locks to determine need for maintenance, repair, or replacement as directed.
17. Installs, inspects, adjusts, maintains, and repairs a variety of locks, panic door exit devices, and door hardware.

18. Disassembles locks and replaces worn tumblers, springs, and other parts.
19. Coordinates the work of private contractors and inspects work in progress and completed work for proper application, quality, and quantity of materials used.
20. Provides lead work direction and guidance to staff; plans and assigns work to staff; provides training and technical assistance; inspects and evaluates work performed.
21. Prepares and maintains detailed records of work performed, pin and rekeying charts, keys, doors and hardware.
22. Performs preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts.
23. Operates a variety of tools and equipment including pin kits, key machines, drill motors, mortise machines, grinders, saws, installation jigs, and a personal computer.
24. Responds to emergency calls involving fire or general maintenance work; responds to emergency key needs when keys are lost or locks are broken; issues keys to contractors as required.
25. Participates in District inservices, workshops and/or seminars.
26. Performs maintenance duties as assigned.

OTHER JOB FUNCTIONS:

Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

Standard practice in the locksmith trade, including materials, tools and procedures used in connection with locking mechanisms and fixtures.
Materials, tools, and equipment common to commercial-industrial locksmith installation, maintenance and repair.
Computerized access control systems.
Applicable codes and regulations.
Math applicable to the trade.
Building code requirements pertaining to locksmith work.
Safety rules and regulations.

Ability to:

Skillfully troubleshoot and repair locksmith systems and fixtures.
Read and interpret working drawings, plans and blueprints.
Proficiently use hand and power tools and shop equipment.
Keep work records and make reports.
Work independently and maintain high standards of workmanship.
Maintain work schedules in performing tasks.
Maintain work pace appropriate to given workload.
Drive and operate a variety of vehicles and equipment used in the locksmith trade legally and defensively.
Lift heavy items.
Understand and follow oral and written instructions.
Speak, read and write English at a level required for satisfactory job performance.
Maintain cooperative working relationships with those contacted in the course of work.
Make emergency, temporary, and permanent repairs on a variety of locks and door hardware.
Maintain consistent, punctual and regular attendance.
Maintain a pleasant appearance and demeanor.

EDUCATION AND EXPERIENCE REQUIRED:

High School Diploma or equivalent. Four (4) years of recent full-time paid experience in general locksmith work, including three (3) years at the journeyman level (support documentation may be required); any combination of education, training, or experience equivalent to completion of a nationally recognized locksmith training program (i.e. Door and Hardware Institute, American Society for Industrial Security, California Locksmith Association, Associated Locksmiths of America, State Certification for Locksmith; Locksmith Registration; Bureau of Security & Investigative Services.)

LICENSE REQUIRED:

Must possess and maintain a valid California Driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District proficiency academic assessment test for Maintenance Specialist Locksmith. Possession of a valid California Driver's License.

WORKING CONDITIONS:

Environment:

Outside environment.
Subject to adverse weather conditions.
Driving a vehicle to conduct work.
Subject to noise from equipment and tools.
Regular exposure to heat, cold, dust, water, mud, odors, chemicals, pollen and dirt.
Ability to work around plants, shrubs and ground covers.

Physical Abilities:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
Able to sit, stand, stoop, kneel, bend, and walk for sustained periods of time.
Able to sustain strenuous manual labor for four (4) to six (6) hours.
Able to work in a wide range of temperatures and weather conditions.
Able to work at various elevations on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
Able to operate a variety of powered industrial vehicles, equipment, and tools associated with the position.
Able to climb slopes, stairs, steps, ramps, and ladders regularly with speed and safety.
Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
Able to demonstrate manual dexterity necessary to operate tools and equipment in a safe and effective manner.
Able to work with and around the materials, chemicals, and equipment common to the plumbing, construction, and maintenance industry.
Able to operate a motor vehicle in a safe and effective manner.
Possess physical strength and stamina to do strenuous work.
Heavy work involving lifting, carry (up to 50 pounds), pushing and/or pulling of objects (up to 100 pounds).
Standing for extended periods of time.
Physical dexterity in limbs and fingers to operate equipment and to perform strenuous manual labor.
Bending, grasping, stooping and kneeling.

Walking over rough, uneven surfaces.
Digging.
Seeing to perform work.
Hearing and speaking to exchange information in person and on the phone.

Hazards:

Working with machinery having moving parts.
Exposure to pollen, chemicals, pesticides and herbicides, gasoline and motor oil.
May involve ascending ladders, stairs, lifts and ramps.
Standing and walking for extended periods of time.