

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

LOCKSMITH

**POSITION
DESCRIPTION:**

Directly responsible to the Maintenance and Grounds Supervisor. Under direction from the Maintenance and Grounds Supervisor, performs journeyman level skilled locksmith work in the installation, maintenance and repair of locks and related hardware on doors, windows, lockers, cabinets and other District facilities, and makes and duplicates keys to provide a safe and orderly environment for students and staff. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Performs a variety of journey-level locksmith work in the installation, maintenance and repair of locks, electronic key systems, padlocks, door hardware and related equipment
2. Repairs, installs and maintains locks on cabinet and doors; cuts keys and changes lock combinations, cuts duplicate keys without patterns or guides, makes copies of keys by code, duplication or impression; re-keys key cylinders when necessary
3. Repairs and maintains panic bars and other exit hardware; overhauls, adjusts and installs door closures and other door and window closing devices; repairs or replaces tumblers, springs, and other lock parts, and removes foreign objects from locks and lock systems
4. Installs and maintains a Master Keying System, maintains confidential records, logs, or other documents
5. In conjunction with other Facilities staff, ensures compliance with applicable federal, state or local building codes or statutes, including the Americans with Disabilities Act
6. Estimates cost of labor and materials for projects or work orders; requisitions parts or supplies as needed.
7. Operates a variety of equipment and machines, including key duplicating equipment, and various hand or power tools, including, but not limited to, a drill press, lathe, grinder or code machine
8. Reads or interprets blueprints, diagrams and schematic drawings

9. Drives a vehicle to and from work sites, suppliers and contractors
10. Accomplishes tasks in a safe, timely, and legal manner
11. Uses District approved work order system and protocol to report on completed work, labor, and hours, and to manage workflow, as well as provide communication to all or our customers as to the status of the work assigned and completed
12. Receives and processes work orders
13. Follows procedures for maintaining inventory and accounting for its use
14. Maintains cleanliness and removes debris after performing maintenance work
15. Maintains vehicle, tools and equipment for the purpose of ensuring availability of safe operating equipment
16. Communicates and works cooperatively with sites and co-workers
17. Reports safety, sanitation, and fire hazards to Maintenance and Grounds Supervisor
18. Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions
19. Assists with a wide variety of general maintenance work in other skilled or unskilled trades whenever available or needed
20. Attends trainings and meetings as directed
21. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Drivers License with no Vehicle Code moving violation within the last 12 months of obtaining the position

Knowledge of:

- Tools, materials, methods and terminology used in locksmithing trades
- Proper methods, materials, tools and equipment used in general maintenance activities
- Knowledge of key making, duplication, master keying practices, and electronic key systems
- Knowledge of building codes and regulations; fire protection and safety codes

Ability to:

- Safely use a wide variety of tools and equipment skillfully to complete assignments
- Estimate the scope of each work assignment
- Secure necessary tools and materials to complete assignments
- Perform advanced locksmith tasks
- Perform work from blueprints, schematic drawings, sketches, manuals or work orders
- Meet schedules and timelines
- Work safely and productively around students
- Work cooperatively and collaboratively with District staff, co-workers, and other professionals when needed
- Work independently with limited direct supervision
- Operate a computer and software as applicable
- Work cooperatively with others
- Understand and carry out oral and written directions
- Communicate effectively both orally and in writing
- Perform a variety of general maintenance and repair work
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- A minimum of three (3) years of paid locksmith experience which has included commercial or industrial locksmithing. Activities limited to making a duplicate key from an existing key do not qualify as locksmith experience.

Desired:

- Additional years of experience in a specific building trade

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Indoor and outdoor environment
- Driving a vehicle to conduct work
- Exposure to fumes, dust and odors

Physical Demands:

- Lifting, carrying, pushing and pulling heavy objects as assigned by position
- Ability to operate a variety of specialized equipment and tools
- Visually inspecting systems and reading/comprehending a variety of materials
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Climbing ladders
- Heavy physical labor
- Dexterity of hands and fingers to dismantle and repair lock systems and set new combinations

Hazards:

- Exposure to extreme weather conditions
- Working around and with machinery having moving parts
- Hazardous chemicals
- Working at heights up to 50'
- Electrical power supply and high/low voltage
- Working in a cramped or restrictive work area