Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Locksmith Journeyman**	FLSA Status:	**Non-Exempt**
Job Family:	**Maintenance**	Pay Range:	**MT30H**
Prepared/Revised Date:	**June 11, 2025**	Job Code:	**62200**

SUMMARY: Responsible for installation, repair and maintenance on all doors, associated hardware and locking systems district-wide. Assist master locksmith with design and implementation of the district master key system. Work closely with other departments including security personnel to provide safe and secure facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Install, repair and maintain all district doors, frames, hinges, closures, associated door hardware, overhead door openers and hydraulic docks. Repair and maintain athletic, band and corridor lockers, install lock cylinders, cabinet locks, safe locks and electronic hardware for lockers. Develop estimates, procure materials and equipment required.
2. Implement district-wide patented high security master keying structure. Utilize bitting transcripts to meet individual site's needs for keying, security, and building/staff use changes.
3. Maintain records of service calls, preventative maintenance history and equipment/parts inventory utilizing the district's computerized maintenance management system.
4. Coordinate and schedule hardware and door replacement jobs with master locksmith.
5. Coordinate with the district's security department to install, service and maintain mechanical and electronic lock systems and door hardware. Troubleshoot electronic door hardware and operating systems.
6. Maintain code compliant fire rated openings, inspect and identify non-compliant openings for upgrades and maintain accurate records. Maintain ADA compliant access/egress openings.
7. Preventive maintenance programs for doors and hardware, cylinder lock servicing, student locker maintenance, and safe and padlock servicing. Identify highest priority deficiencies based on life cycle and safety, accessibility and fire safety.
8. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in construction, trades, or related field
- Two or more years of experience in commercial/institutional hardware installation and locksmithing

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Locksmithing skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability and willingness to be on call and/or respond to calls 24/7
- Knowledge of commercial doors, manual and electronic hardware, and cylinders
- Knowledge of metal fabrication and low voltage wiring preferred at hire
- Ability to contribute to the construction process- read and understand construction documents, drawings and specifications especially regarding hardware schedules and specifications
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of hand and power tools, key machines, code cutting machines, lock picking tools and bypass devices required

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Director of Facilities	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	