



Job Title:	Locksmith	Wage/Hour Status:	Non-Exempt
Reports To:	General Maintenance Supervisor	Pay Grade:	Maintenance Pay Grade 3
Dept. /School:	Maintenance Department	Date Revised:	11/04/2011

Primary Purpose:

Responsible for the proper operation and maintenance of all district doors, windows, locking devices, panic hardware, door closers, fire/smoke actuated devices and other associated hardware.

Qualifications:

Education/Certification:

Valid Texas driver's license
Good driving record
High school diploma or GED
Certified locksmith diploma

Special Knowledge/Skills:

Strong written and oral communication skills
Working knowledge of fire doors and their related hardware
Extensive knowledge of ingress and egress hardware and associated lock and security systems
General knowledge of NFPA Fire and Life Safety Codes, Uniform Building Codes, Americans with Disabilities Act (ADA), Environmental Protection Agency (EPA) regulations and Occupational Safety and Health Association (OSHA) codes
Knowledge of computer operation systems and programs
General knowledge of basic construction and maintenance techniques on the commercial and school building level, including repairs on all components, as well as, preventive maintenance

Experience:

Two years experience as a locksmith on commercial building level
Three years experience in commercial building, general construction, and maintenance

Major Responsibilities and Duties:

General Maintenance:

1. Supervise the efforts of any apprentice or general maintenance worker as may be assigned to assist in locksmith duties.
2. Complete all lock related work orders and preventive maintenance schedules. After completion, return work orders to the carpentry supervisor for final processing.
3. Plan and coordinate keying for new skills or additions.

4. Responsible for cutting keys for all district locks and maintaining accurate records of key and lock systems at each campus.
5. Pin cores as required for lock changes or additions.
6. Must be able to pick locks in order to open locks for which keys have been lost (doors, file cabinets, desks, etc.).
7. Responsible for the proper operation of all district doors and locking systems.
8. Responsible for installation of new doors, including frames, threshold, and all hardware.
9. Maintain inventory of all necessary parts and supplies.
10. Responsible for maintaining positive relationships and communications with campus administrators and teachers, as well as, maintaining a positive image to the general public.
11. Completes timesheet as required by supervisor.

Safety:

12. Assist in maintaining a comprehensive safety program by constant monitoring for potential safety problems and ensuring that all safety procedures are followed.
13. Operate tools, equipment, and machinery according to prescribed safety procedures.
14. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
15. Ensure that vehicles, equipment, and tools are in safe operating condition.
16. Inspect and adjust tools and equipment for safety and efficiency.
17. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment:

18. Coordinate the storage and use of all equipment, tools, and supplies used.
19. Prepare, implement, and maintain preventive maintenance and repair procedures for equipment and tools.
20. Recommend replacement of existing equipment.

Other:

21. Drive light truck throughout the district to accomplish assigned tasks.
22. Assist in recruiting, screening, training, and evaluation of employees.
23. Other duties as assigned.

Supervisory Responsibilities:

Supervise employees assigned to assist with locksmith jobs

Equipment Used:

Power tools and hand tools (saws, planers, welders, torches, drills, grinders, etc.). As well as office equipment such as personal computer, printers, copy machine, and fax machine. Light truck.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, heavy lifting and carrying, stooping, bending, kneeling, stooping, squatting, and reaching. Work outside and inside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals, and loud noises, mechanical and electrical hazards normally associated with construction and shop operations. Occasional work at heights up to 30' above ground. Exposure to slippery and uneven walking surfaces. Frequent district wide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.