

2013-2014 LOCKSMITH / GENERAL MAINTENANCE WORKER JOB DESCRIPTION

Job Title: Locksmith/ General Maintenance Worker **Wage/Hour Status:** Nonexempt
Reports to: Supervisor of Maintenance or Supervisors Designee **Pay Grade:** 306 (Auxiliary Cal.)
Dept. /School: Maintenance **Date Revised:** 09/01/2013

Primary Purpose:

As Senior Industrial Locksmith, provide leadership and training as needed to other district locksmith employees, and perform skilled work in construction, alteration, repair, and installation of all building door hardware and other security devices throughout the district, and other duties as assigned for the efficient operation of the Maintenance Department and the district.

Qualifications:

Education/Certification:

High school diploma or GED

Valid Texas driver's license

Valid license issued by the State of Texas, Bureau of Security and Investigation Services

Special Knowledge/Skills:

Extensive knowledge of equipment, materials, methods, practices, and tools used in locksmith trade

Ability to master key Corbin/Russwin IC core locks and a variety of other manufacturers' lock cylinders

Ability to read and understand blueprints, specifications and diagrams

Ability to follow written and verbal instructions

Ability to work independently with little direction and with other district maintenance personnel

Experience in CCTV and Access Control Security Systems desirable but not required

Experience:

Three years minimum experience in Industrial Locksmith in K-12, or university level system

Ability to implement and operate a district wide key tracking system

Major Responsibilities and Duties:

Maintenance and Repair

1. Provide and maintain a complete and secure record of the district's master keying systems.
2. Perform a wide variety of skilled industrial level locksmith work on the installation, maintenance and repair of all facility locks and other security devices throughout the district.
3. Receive and complete work orders on a timely basis.
4. Maintain a working inventory of door hardware, various locks, cylinders, keying supplies and other items required to maintain the district's door security systems.



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5. Provide and maintain preventative maintenance schedules at all district facilities.
6. Respond to emergency, after hour and weekend calls as required or needed.

Safety

7. Perform preventive maintenance on tools and equipment.
8. Operate tools and equipment according to established safety procedures.
9. Ensure that equipment is in safe operating condition.
10. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other

12. Any other duty as assigned by the Supervisor of Maintenance or Supervisor designee.

Supervisory Responsibilities:

Act as lead for the locksmith department.

Equipment Used:

Trade tools and equipment, key duplication machine, HPC code machine, materials, methods, and techniques used in the skilled locksmith trade for maintenance and repair.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting and carrying. Work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises, fumes, and toxic chemicals. Frequent districtwide travel.

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

Employee Signature _____ Date _____

Printed Name _____

