

Job Title: Maintenance Locksmith	Wage/Hour Status: Hourly
Reports to: Regional Area Supervisor	Pay Grade: 404
Dept./School: Maintenance	Date Revised: September 26, 2023

Primary Purpose

Install, repair, and maintain locks for district schools.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited instruction of high education
Valid Driver’s License

Special Knowledge/Skills

- Ability to communicate effectively
- Ability to follow verbal and written instructions
- Ability to work independently

Experience

Three (3) years’ experience as apprentice locksmith or lock repairman

Major Responsibilities and Duties

1. Install, maintain, and repair a variety of locks commonly used in school buildings.
2. Repair and open locks, make keys and change lock combinations.
3. Disassemble locks such Schlage locks, Von Duprin panic devices, small cabinet locks, and Corbin bit locks, and repair and replace worn tumblers, springs, and other parts.
4. Cut new or duplicate keys using key cutting machines.
5. Move lock pick in cylinder to open door locks and keys.
6. Maintain records of school building locks and keys.
7. Check individual, sub master, master, and grandmaster keys on all locks.
8. Ensure the security of keys which provide access to school buildings.
9. Repair broken metal and wooden doors, mullions, thresholds, and weather stripping.
10. Maintain an inventory of parts necessary to repair and replace locks.
11. Operate equipment and use tools following established safety procedures.
12. Follow established safety procedures and technique to perform job duties, including lifting, climbing, etc.
13. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
14. Maintain tools and equipment and perform preventive maintenance as required.
15. Perform other duties as assigned by Supervisor.

Supervisory Responsibilities

None

Equipment Used

Hand and power tools, key cutting machine, lock equipment.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Work indoor and outdoor. Frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Must be able to lift 45 pounds and over. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

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

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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