

<b>Job Title:</b>	Maintenance Senior Locksmith	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Regional Area Supervisor	<b>Pay Grade:</b>	406
<b>Dept./School:</b>	Maintenance	<b>Date Revised:</b>	August 15, 2022

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**Primary Purpose**

Install, repair, and maintain locks for district schools.

**Qualifications**

**Education/Certification**

High School Diploma/GED  
Valid Driver's License

**Special Knowledge/Skills**

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

**Experience**

Five (5) years' experience as apprentice locksmith or lock repair man

**Major Responsibilities and Duties**

1. Coordinate district standards with construction of new facilities, meets with in-house engineers, contractors, and city officials for code compliance.
2. Prepare sequencing of individual, master, grandmaster, and great grandmaster keying for campuses.
3. Install, maintain, and repair a variety of locks commonly used in school buildings.
4. Repair and open locks, make keys and change lock combinations using hand tools and special equipment.
5. Disassemble locks such as Schlage locks, Von Duprin panic devices, small cabinet locks, and Corbin bit locks, and repair or replace worn tumblers, springs, and other parts.
6. Cut new or duplicate keys using key cutting machines.
7. Move lock pick in cylinder to open door locks and keys.
8. Maintain records of school building locks and keys.
9. Check individual, sub-master, master, and grandmaster keys on all locks.
10. Ensure the security of keys, which provide access to school buildings.
11. Maintain an inventory of parts necessary to repair and replace locks.
12. Operate equipment and use tools following established safety procedures.
13. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
14. Correct unsafe conditions in the area and reports any conditions that are not correctable to the supervisor immediately.
15. Maintain tools, equipment and perform preventive maintenance as required.
16. 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

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The foregoing statements describe the general purpose and responsibilities assigned to this job and 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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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.