

TITLE: Locksmith

REPORTS TO: Supervisor of Maintenance and Grounds

JOB GOAL: Performs skilled locksmith work related to the installation, maintenance, and repair of school facilities.

QUALIFICATIONS

1. Any combination of education, training, or experience equivalent to completion of a nationally recognized locksmith training program (i.e., Door and Hardware Institute, American Society for Industrial Security, California Locksmith Association, Associated Locksmiths of America, etc.) strongly desired.
2. Six (6) years of recent full-time, paid experience as a journey level locksmith desired.
3. Equivalent to the completion of the twelfth (12th) grade.
4. A work history demonstrating reliability and good attendance.
5. Possession and maintenance of a valid and appropriate State of California driver license.

Knowledge of

1. Materials, tools, and equipment common to commercial-industrial locksmith installation, maintenance and repair.
2. Computerized access control systems.
3. Applicable codes and regulations.
4. Reading and writing English communication skills.
5. Math applicable to the trade.
6. Safety rules and regulations for this position.

Ability to

1. Establish and maintain effective working relationships with others.
2. Direct the work of department staff.
3. Plan and organize work.
4. Meet schedules and time lines.
5. Read blueprints, interpret specifications, and estimate labor and material costs.
6. Develop and maintain detailed records.
7. Effectively troubleshoot and repair safes, locks and hardware.
8. Train department staff in the locksmith trade.
9. Make emergency, temporary, and permanent repairs on a variety of safes, locks and door hardware.
10. Efficiently operate various computer programs.
11. Establish and maintain a district wide key and lock control.
12. Efficiently operate a computer based key making machine.

ESSENTIAL FUNCTIONS

1. Conduct surveys of all district door and locks to determine need for maintenance, repair, or replacement as directed.
2. Install, inspect, adjust, maintain, and repair a variety of locks, panic door exit devices, and door hardware.
3. Disassemble locks and replace worn tumblers, springs, and other parts.

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4. Select key blanks and operate a cutting machine to make new or duplicate keys.
5. Change lock combinations by shortening tumblers or inserting new tumblers into locks.
6. Pick locks when keys are lost or broken in lock.
7. Prepare and update records of keys issued and maintain records of work performed.
8. Estimate labor and material costs for maintenance, repair or replacement.
9. Operate power tools and equipment.
10. Assist in the preparation of security, safes, locks and hardware bid specifications.
11. Coordinate the work of private contractors and inspect work in progress and completed work for proper application, quality, and quantity of materials used.
12. Contact school administrators and/or locksmith contractors to coordinate repair and replacement.
13. Assist in directing the work of assigned maintenance workers.
14. Train department staff in the basic and routine aspects of locksmith trade.
15. Maintain a district wide key control system.
16. Performs other related duties as required.
17. Use safety equipment & devices appropriate for this position.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk for sustained periods of time.
5. Able to sit for sustained periods of time.
6. Able to sustain strenuous manual labor for four (4) to six (6) hours.
7. Able to work in a wide range of temperatures and weather conditions.
8. Able to work at various elevations on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
9. Able to operate a variety of powered industrial vehicles, equipment, and tools associated with the position.
10. Able to climb slopes, stairs, steps, ramps, and ladders regularly with speed and safety.
11. Able to lift or carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
13. Able to demonstrate manual dexterity necessary to operate tools and equipment in a safe and effective manner
14. Able to work with and around the materials, chemicals, and equipment common to the plumbing, construction, and maintenance industry.
15. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: Locksmith

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The department Director or designee will provide the evaluation.

Approved by: Board of Education Date: 08/11/05

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**