

STOCKTON UNIFIED SCHOOL DISTRICT

LOCKSMITH

DEFINITION:

Under general direction of the Carpenter-Roofing-Locksmith Supervisor or designee repairs, adjusts and installs locks on doors, cabinets, desks, lockers, automobiles and safes; Makes keys; and performs related work as assigned.

REPRESENTATIVE DUTIES: *Incumbents may perform any combination of the essential functions shown below (E). 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 principle job elements.*

Inspect, install, repair, service and maintain all District lock systems including door locks, padlocks, vault/safe locks, panic bars, exit hardware, door holdbacks, door closures, automobile locks, and all parts and accessories (lock cylinders, door strike plates and latch guards). (E)

Monitor and maintain the District's Key Control Policy, maintain records and key filing system for keys and access control cards, cut copies of keys and access control cards, stamp numbers on keys, deliver keys and cards to District sites. (E)

Install and maintain all mechanical components, key locksets and panic hardware portion of access control systems.

Set up key boxes and schedules for District sites and departments. (E)

Opens locks and makes new or duplicate keys. (E)

Orders and maintains inventory of parts, computes time and material costs, monitors work performed by outside contractors, review blueprints and key charts, reports to supervisor on issues with District Standards. (E)

Operates a variety of specialized tools and equipment including key machines, key punches, hand tools, computer and District vehicle. (E)

Maintain regular and prompt attendance in the work place. (E)

May be required to respond to emergency calls.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, material tools and equipment used in locksmith work.
- Variety of locks available and the best use for each type.
- State building codes and other requirements pertaining to District facilities maintenance and repair.

- Oral and written communication skills.

ABILITY TO:

- Read shop drawings and work from plans and specifications.
- Follow oral and written instructions.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak and communicate at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Four years of responsible experience in locksmith work and equivalent to completion of the twelfth grade.

LICENSE OR CERTIFICATE

Possess an appropriate California driver's license issued by the State Department of Motor Vehicles.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- See with/without assistive devices sufficient to perform assigned duties.
- Lift and/or carry up to 40 lbs for distances up to 50 ft.
- Occasionally lift and/or carry up to 75 lbs for distances up to 50 ft.
- Push/pull up to 75 lbs for short distances.
- Sufficient body movement and balance to bend at the waist, kneel, crawl, crouch and stoop.
- Reach overhead, above and below the shoulders and horizontally.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

HAZARDS:

Exposure to cleaning agents and chemicals