

JOB DESCRIPTION
Grossmont Union High School District

LOCKSMITH

Purpose Statement:

The job of Locksmith is done for the purpose/s of maintaining the security of access to all district facilities; providing required information for future reference and for requirements of outside agencies; ensuring the completion of projects in a timely manner and according to specifications; maintaining district lock and key systems; and preparing cost estimates for repairs and system upgrades. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

This job reports to Executive Director, School Construction & Building Services

Essential Functions

- Changes lock and safe combinations for the purpose of ensuring adequate levels of security.
- Cuts duplicate keys for the purpose of ensuring the availability of keys as needed.
- Estimates time and material costs for the purpose of determining costs for specific jobs.
- Installs lock-related security systems, fixtures and equipment (e.g. school lockers, file cabinets, desk drawer locks, etc.) for the purpose of ensuring the availability and proper operation of services and systems.
- Instructs school personnel for the purpose of providing information on the proper operation of systems and services.
- Prepares written materials (e.g. key and lock codes, master key system, records of work completed, work orders, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Services and repairs security lock-related systems, fixtures and equipment for the purpose of ensuring the availability and proper operation of services and systems.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends educational seminars and meetings for the purpose of maintaining job knowledge and skills and for keeping current on job-related safety concerns and issues.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in the locksmithing trade including various key-cutting machines; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: specialized tools and methods used in the repair and installation of the locks; record keeping techniques; health and safety regulations; various types of panic devices, door closures and locking devices and their proper repair and maintenance; Great Grand Master, Grand Master and Master key systems.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: interpreting sketches, blueprints, plans, drawings and specifications; planning and managing projects; maintaining routine records; understanding and following oral and written directions; analyzing situations accurately and adopt an effective course of action; meeting schedules and time lines; and working independently with little direction.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed under minimal temperature variations.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Valid California driver's license.

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit I 50