

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

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|----------------------|-------------------------|-----------------------------|--------------|
| Job Title: | Locksmith | Wage/Hour Status: | Nonexempt |
| Reports to: | Director of Maintenance | Auxiliary Pay Grade: | 5 (260 Days) |
| Dept./School: | Maintenance | Date Revised: | 05/06/2022 |

Primary Purpose:

Under general supervision of the Director, Maintenance, Operations and Facilities or designee, performs highly skilled journey-level duties in the installation, repair and maintenance of locks and all door and window surroundings. Install and anchor new equipment for security purposes. Maintains and repairs existing and exit hardware, develops and maintains accurate records of master, grand master key and keyless systems; and performs and/or assists other skilled and semi-skilled crafts and trades employees in a variety of maintenance work and assists other journey level trades staff as required.

Qualifications:

Education/Certification:

Clear and valid Texas driver's license

Special Knowledge/Skills:

Methods, materials, tools and equipment used in the locksmith trade, including installation and anchoring of equipment;

Current variety of locks and hardware and the best use for each type;

Master key systems, inventory, control and record keeping systems;

Applicable laws, codes and regulations including: building, fire, safety, and handicap;

Basic math applicable to locksmith and repair trades;

Appropriate safe working, health and safety precautions and procedures

Basic record keeping systems.

Experience:

Three years of highly skilled level work experience as a locksmith. OR

Two years of successful experience as a grounds or maintenance employee performing locksmith related duties for school district

Major Responsibilities and Duties:

Maintenance and Repair

1. Install new locks, repair, open and remove locks, and clear keyways of obstructions;
2. Disassemble locks and repair, replace and/or alter worn tumblers, springs and other parts;
3. Cut new, replacement or duplicate keys; re-key locks as necessary;
4. Issue and maintain automated District-wide record of duplicate keys and keys issued;
5. Troubleshoot, repair, replace and maintain a variety of metal and wood doors, closers, panic bars, door holders, hinges and install latches and dead bolts and other security and/or emergency hardware;

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6. Plan and lay out assigned tasks, estimate amounts of materials and labor required for locksmith jobs; requisition, order required supplies and materials;
7. Recommend purchase of selected parts, materials and equipment to be kept on hand; prepare and maintain work orders, records, and reports related to work performed;
8. Operate a variety of equipment, tools and machines, such as drill presses, grinders, key cutters, keying machines, saws, locksmith picks and hand tools;
9. Establish and maintain computerized records of master, grand master, and great grand master key systems;
10. Change lock combinations as directed; maintain and repair locks on school lockers.
11. Repair and maintain panic bars and other exit hardware.
12. Respond to emergency key needs when keys are lost or locks are broken.

Safety

13. Follow district safety protocols and emergency procedures.

Other

14. Assist other skilled and semi-skilled maintenance personnel in work order loads.
15. Drive and operate a vehicle to travel to various District sites;
16. May lead the work of other maintenance helpers
17. May perform heavy manual labor.
18. May perform work in other trades as needed.
19. Has regular in person attendance and complies with notification procedures for absences.

Supervisory Responsibilities: none

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard carpentry equipment including small hand tools, power tools, and measuring instruments; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____