POSITION DESCRIPTION

TITLE:       Skilled Craftsman - Locksmith
LOCATION:   Maintenance
REPORTS TO: Structural Leadman
DEPARTMENT: Maintenance Department

SUMMARY STATEMENT:
Under the general supervision of the Structural Leadman the Locksmith will perform general and preventive maintenance at all District Facilities specifically but not limited to the area of Locks and hardware. This position will also be responsible for assisting with any other areas as needed.

ESSENTIAL FUNCTIONS:
1. Communication effectively with staff and the general public.
2. Perform all lock and hardware functions, including general maintenance, preventive maintenance, repair and alteration.
3. Assist with structural issues as requested.
4. Order supplies as necessary
5. Give estimate on work projects.
6. Perform first aid/CPR when necessary.
7. Establish and maintain records of work performed.
8. Read blue prints as necessary.
9. Travel from location to location to accomplish tasks.
10. Successfully complete all required district training within a timely manner.
11. Must comply with all district and government safety regulations.

Specific Duties
1. Maintain the master key system for all district buildings.
2. Cut keys from blanks for all key systems.
3. Ability to pin lock cylinders to master key system.
4. Assist building principals in maintaining proper key system.

OTHER RESPONSIBILITIES:
1. May carry a pager and be called back to work after regular hours to perform special service as needed.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Vision (66-100%)</th>
<th>Walking (66-100%)</th>
<th>Standing (66-100%)</th>
<th>Driving (66-100%)</th>
<th>Bending/Stooping (66-100%)</th>
<th>Acceptable Attendance</th>
<th>Lifting/Carrying Up to 75 lbs (33-66%)</th>
<th>Pushing/Pulling (33-66%)</th>
<th>Exposure to noise</th>
<th>Use of hands and/or arms for repetitive motion (66-100%)</th>
<th>May be required to work outdoors in inclement weather</th>
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MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Possess a current Journeyman Locksmith card, or have four full-time years of applicable experience. Same trade vocational training may be substituted on a year-for-year basis up to two years.
2. Demonstrated ability to communicate effectively with staff and general public.
3. Knowledge or willingness to learn computer skills.
4. Willingness to be called back to work after regular hours to perform special service as needed.
5. Demonstrated organizational skills and the ability to follow through.
6. Demonstrated ability to operate the tools and equipment as listed in the tools and equipment area above.
7. Must be able to understand both oral and written communications and carry out directions as specified.
8. Must possess or be able to acquire a first aide/CPR card within 30 days of employment.
9. Must have the ability to read and understand blue prints.
10. Must possess a good math aptitude.
11. Must be able to travel from location to location to accomplish tasks.
12. Must possess a valid driver’s license and must be able to provide a current driving abstract.
13. Must be able to obtain a Commercial Driver’s License (CDL - A or B).
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-262 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: __________________________ Date: ______________

District: __________________________ Date: ______________

Revised Date: 05/15/2014
Classification: Maintenance
Class: Skilled Crafts
Display on Web? Yes

Skilled Craftsman - Locksmith