

JOB DESCRIPTION
San Leandro Unified School District

Locksmith

Purpose Statement

The job of Locksmith is done for the purpose/s of supporting the educational process with specific responsibilities for skilled locksmith services; providing the repair, alteration, installation and keying of locks on buildings, equipment, lockers and vehicles; resolving immediate operational and/or safety concerns; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Analyzes blueprints, schematics, and drawings for existing and proposed locking systems for the purpose of identifying location of new and existing locking systems and determining the efficient installation of additional systems.
- Coordinates with assigned supervisor and other trades for the purpose of completing projects and service requests efficiently.
- Cuts new or duplicate keys (e.g. building and vehicle keys, file cabinets, desks, cabinets, intrusion alarms, lost or stolen locks/keys, etc.) for the purpose of providing the county with a master key system and ensuring security of its facilities.
- Diagnoses causes of problems and/or failures in security systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Fabricates unique locks and locking devices for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of service requests for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs locking systems (e.g. electronic keypads, etc.) for the purpose of maintaining a safe and secure facility.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Maintains a variety of manual and electronic files and records (e.g. key codes, etc.) for the purpose of providing accurate information.
- Monitors facility locks, security systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, service requests, etc.) for the purpose of documenting activities and/or conveying information.
- Re-keys locks and changes combinations for the purpose of ensuring security.
Repairs a variety of items, systems and/or components (e.g. locks, worn tumblers, shortens tumblers, springs, changes combinations, electronic locking systems, etc.) for the purpose of ensuring a safe working condition.

- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in trades, power and hand tools, etc.; adhering to safety practices; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, materials and equipment used in locks; types and uses of available locks; safety practices and procedures; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; 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 wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; 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 jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under temperature extremes and in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Maintains Certificates and/or Licenses

FLSA Status

Non Exempt

Certificates

Locksmith Certificate or Equivalent

Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background
Clearance

TB Screen

Approval Date

Salary Range

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