

MODESTO CITY SCHOOLS

Job Description

JC# 1781

LOCKSMITH

OVERALL RESPONSIBILITY

Under general supervision, performs skilled locksmith work in the installation, repair and maintenance of manual and automated locks, locking systems and security devices, computerized access control systems, door openers, and hardware; and maintains District master record system of keys and locks.

SPECIFIC RESPONSIBILITIES

1. Perform skilled locksmith work related to the repair, maintenance and replacement of door closures, panic hardware, safes and cabinet locks, locking devices, and alarm systems; and maintain organizational grand master key systems for all District sites. *E*
2. Troubleshoot repairs/replaces various lock components; and/or rekeys cylinders for a variety of locks; provides emergency lockout/lockdown of buildings susceptible to break-in or vandalism due to lost or stolen keys. *E*
3. Programs and issues electronic key cards and/or fobs; provide access control devices to authorized personnel in accordance with established policies and procedures. *E*
4. Designs and maintains computerized District records of key systems, locks and/or hardware utilizing software; makes new duplicate keys by using various key-cutting machines, decoded and/or cut from records; maintain security of duplicating keys. *E*
5. Install and/or adjust closures or other parts to maintain the door opening, perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; minor adjustment of door components as necessary. *E*
6. Service and maintains a variety of safes, including dial and electronic safes; maintain related records. *E*
7. Provide/repair, adjusts and maintains commercial lockable hardware such as padlocks, electronic door strikes to ensure security of district assets including but not limited to facilities, furniture, cabinets and file cabinets. *E*
8. Operate a variety of equipment including key code machines, engravers, pinning kits, key gauges, a variety of hand and power tools and other related locksmith tools/equipment. *E*
9. Estimate labor, materials and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed. *E*
10. Maintain work area in a safe, clean and orderly condition. *E*
11. Respond to emergency lock opening and key needs as required. *E*
12. Maintain a record of existing fire code regulations. *E*
13. Keep necessary records (e.g. locks and keys issued, estimate of time, labor, and materials required/expended per job, keying and master keyed systems, budget data, requisitions). *E*
14. Monitor inventory and order materials required for the new installation or repair and maintenance of locks, door closures, and panic hardware used in the school system. *E*

LOCKSMITH (continued)

SPECIFIC RESPONSIBILITIES (continued)

15. Coordinate the work of helper(s). *E*
16. Adhere to State, County and District safety standards and procedures. *E*
17. Inspect and maintain key codes and maintain master key control systems. *E*
18. Attend Modesto City Schools' asbestos training program within the first sixty (60) days of employment. *E*
19. Maintain participation in CA DMV Assessment System/Automatic Pull Program. *E*
20. Utilize technology as appropriate to the position.
21. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
22. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of equipment safety practices and procedures.
- Knowledge and ability in the use of locking devices, materials, tools and methods in locksmithing.
- Ability to make labor and material estimates.
- Ability to understand and implement oral directions and directions written in English.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to communicate and maintain cooperative relationships with those contacted in the course of work.
- Ability to lift 75 pounds in a series of functional tests which closely simulates the work environment.

Experience

Minimum Requirement:

- Four (4) years successful experience as a locksmith or forty-eight (48) months experience as a locksmith acquired through an accredited apprenticeship program, skill training program, or experience.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License/Certificate

Valid California Driver's License

Must provide a DMV printout within five (5) work days of offer of employment.

LOCKSMITH (continued)

REPORTS TO:

Senior Director, Maintenance and Operations or designee

Revised: 10/30/03

Reclassification/Equity Adjustment Committee Revised and Approved: 11/28/18