

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Locksmith/Carpenter

**FLSA:** Non-Exempt

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### GENERAL SUMMARY

Performs skilled work in the repair, installation and maintenance of district locks and door hardware. Performs other general maintenance activities as required. Performs skilled work in the renovation, maintenance and repair of school facilities. Reports to the Director of Buildings and Grounds.

### ESSENTIAL FUNCTIONS

Repairs, installs and maintains all district locks and door hardware; installs secondary locks, re-keys locks, cuts new keys, and performs related activities.

Repairs and replaces broken tile, window frames and skylights; keeps and supplies plexi-glass and glazing compounds.

Performs welding to repair various district equipment, tools and facilities.

Repairs roofs/leaks and repairing bleachers and other related equipment. Rebuilds or repairs metal doors. Hangs fire extinguishers and cubby holes.

Operates various locksmith and general maintenance tools and equipment such as key duplicators, key code machines, grinders, power tools, hand tools, etc.; operates a vehicle as required.

Estimates material requirements for projects and submits purchase requisitions for same; works with vendors/suppliers as required.

Monitors all locksmith and maintenance equipment to ensure necessary and timely maintenance.

Responds to maintenance requests for carpentry and cabinet making work; installs and repairs doors and door hardware; manufactures, repairs and/or installs cabinets, shelves, racks, partitions, chalkboards, steps, and related fixtures. Performs other carpentry duties as assigned.

Interprets and applies plans, work orders, blueprints, specifications and sketches.

Operates various millwork tools and equipment such as table saws, routers, planers, drill presses, shapers, radial arm saws, sanders, hand tools, stud guns, joiners, nail guns, etc.

Monitors all carpentry equipment to ensure necessary and timely maintenance.

Willingly performs other related duties as assigned or requested.

### JOB SPECIFICATIONS

#### Education and Experience:

High school graduate with vocational/technical training in locksmithing and carpentry and five to seven years of experience in locksmithing, carpentry and general maintenance; or any equivalent combination of training

and experience which provides the required knowledge, skills and abilities. Must possess a valid driver's license.

**Knowledge:**

Knowledge of the practices, policies, and procedures of the school district. Extensive knowledge of the practices, procedures, materials and supplies of the locksmith and carpentry trades. Knowledge of the occupational hazards and safety precautions of the trades. Knowledge of the tools and equipment used in locksmith, carpentry, and general maintenance work. Knowledge in applying sketches, plans, blue prints, and work orders for the completion of locksmith and carpentry work.

**Skills/Effort:**

Ability to complete work requiring constant attention. Ability to understand and follow detailed oral and written directions. Ability to operate and/or utilize locksmith and carpentry equipment/materials such as key code machines, power tools, etc. Skilled in performing preventive maintenance, installation and repair operations incidental to regular duties and/or areas of assignment. Skill in the use of standard hand tools. Skill in reading, interpreting and applying plans, specifications, blueprints. Ability to communicate effectively with immediate supervisor, staff, and other groups and individuals involved in daily activities.

**Working Conditions:**

Work is conducted both indoors and outdoors with exposure to discomforting environmental conditions such as heat, cold, humidity, dusts, wetness and heights. Job requires occasional strenuous physical exertion in lifting and moving items weighing up to one hundred-fifty pounds. Routine local travel required. Work requires the operation of a vehicle, and locksmith and carpentry equipment, machinery, and tools.

**Responsibility:**

No budgetary or supervisory responsibility.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____