

Locksmith

Job Description

Qualifications:

1. High school diploma or satisfactory completion of the GED test.
2. Valid driver's license.
3. Physically and mentally alert.
4. Ability to get along with people.
5. Ability to read, write, compute, and communicate.
6. Experience as a locksmith.
7. Have the skills of a locksmith to repair and maintain locks and safes or have completed a course in professional locksmithing.
8. Successful completion of the State Competency Test for Locksmith.

Immediate Supervisor: Supervisor of Maintenance

Duties and Responsibilities:

1. Maintain and upgrade the job related skills as a locksmith.
2. Establish a good working relationship with other employees.
3. Maintain positive work habits.
4. Perform duties efficiently and productively.
5. Repair and maintain locks and safes.
6. Perform other job related tasks assigned by the Supervisor of Maintenance or Assistant Superintendent.

Jackson County Board of Education
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