

Sweetwater Union High School District

LOCKSMITH SUPERVISOR

Purpose Statement

Under the direction of the Maintenance Manager, supervise, coordinate and participate in performing skilled locksmith work in the repair, alteration, installation and keying of buildings and casework locks (e.g. cabinets and padlocks), equipment, lockers and vehicles; resolve immediate operational and/or safety concerns; maintain district key and access control systems; maintain a preventative maintenance program; train, schedule and supervise assigned personnel; and assist other skilled trades.

Essential Functions

- Supervise, coordinate and participate in performing department and district level locksmith related duties for the purpose of ensuring safe and effective district functioning.
- Oversee and participate in installing locking system (e.g. doors, door hardware, closures, panic hardware, changes lock combinations, security bolts, etc.) for the purpose of maintaining facilities in a safe, secure operating condition.
- Oversee and participate in the master key system cutting new or duplicate keys (e.g. building, cabinets and desk, vehicle keys, file cabinets, lost or stolen locks/keys, etc.), training district staff on key control system for the purpose of ensuring security of district facilities.
- Oversee and participate in repairing various items, systems and/or components (e.g. locks, worn tumblers, springs, changes of combinations, existing hardware, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Supervise staff in diagnosing malfunctions of security systems for the purpose of identifying repair/replacement needs necessary to maintain systems.
- Reviews plans for new schools and modernization projects; inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs; provides an ongoing program of preventive maintenance and/or assuring the quality of work performance of outside contractors.
- Calibrates all key cutting machines for the purpose of ensuring that keys are cut up to standard.
- Fabricates unique locks and locking devices for the purpose of meeting the specialized security problems within the district.
- Performs minor repairs or modifications to door and/or frame for the purpose of ensuring proper closing and security.
- Re-keys locks and changes safe combinations for the purpose of ensuring security of facilities.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Train, supervisor and inform personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Evaluates and tracks absences for assigned staff, and prioritizes schedules for Locksmiths as needed.
- Prepares documentation in a variety of written and electronic formats (e.g. card codes, daily paperwork/log, time and materials, key and material records, key inventory, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.

- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
- Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

Other Functions

- Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities.

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 skills required to satisfactorily perform the functions of the job include: operating equipment used in trades, i.e. 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 a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials and equipment used in locks; types and uses of available locks; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities 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 independently using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. 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 job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under a generally hazard free environment.

Education/Experience

Any combination equivalent to High School diploma or equivalent, supplemented by approved locksmith apprenticeship program, and five years of responsible locksmith experience.

Required Testing

Pre-employment Proficiency Test

Certificates/Licenses

Valid Driver's License & Evidence of Insurability
Completion of an approved apprenticeship program

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410

*Supervisory Job Description
Adopted by BOT 01/23/17*

Salary Range 9