

Sweetwater Union High School District

SENIOR LOCKSMITH

Purpose Statement

The job of Senior Locksmith is done for the purpose/s of leading a small crew in performing skilled locksmith work in the repair, alteration, installation and keying of locks on buildings, equipment, lockers and vehicles; resolving immediate operational and/or safety concerns; maintaining District keying system; maintaining a preventive maintenance program; and assisting other skilled trades.

Essential Functions

- Oversees a small crew in performing department and district level locksmith related duties for the purpose of ensuring safe and effective district functioning.
- 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.
- Repairs various items, systems and/or components (e.g. locks, worn tumblers, shortens tumblers, springs, changes combinations, exist hardware, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Installs 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, comfortable and operating condition.
- Diagnoses malfunctions of security systems for the purpose of identifying repair/replacement needs necessary to maintain systems.
- Fabricates unique locks and locking devices for the purpose of meeting the specialized security problems within the district.
- Informs 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.
- Re-keys locks and changes combinations for the purpose of ensuring security of facilities.
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs, providing an ongoing program of preventive maintenance and/or assuring the quality of work performance of outside contractors.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- 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.
- Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- 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.

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 under limited supervision 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 four years of responsible locksmith experience.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224