

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT**

JOB TITLE: MAINTENANCE WORKER III – LOCKSMITH

**BASIC FUNCTION**

Under direction of the Director of Maintenance, Operations, Facilities Development & Transportation or designee, to perform skilled work in the installation, repair, and maintenance of lock and closing devices on doors, cabinets, and various closures; to assist in the establishment and maintenance of a master record system of keys and locks; to perform semi-skilled and skilled duties in other maintenance trade areas; and to do other related work as required. Incumbents in this classification provide students, staff, and the public with well-maintained and safe building infrastructure and facilities, including locking and security systems, which directly supports learning.

**ESSENTIAL JOB FUNCTIONS**

- Repairs, removes obstructions and opens locks
- Changes lock combinations and prepare a record of the combination changes
- Installs new locks and prepare duplicate keys in multi-level key system
- Repairs and maintains a variety of locking systems including multi-level, cylinder core, and both battery and low voltage electronic locks, key fobs and electronic password encryption
- Repairs and replaces doorjamb and door closures, coordinating with Maintenance Worker III – Carpenter when appropriate
- Makes new or duplicate keys with or without patterns and guides
- Disassembles, repairs and re-keys padlocks, door, and safe locks, and various other locking devices
- Installs doors, locks and closers
- Repairs and replaces tumblers, springs, and other lock parts
- Removes broken keys and foreign objects from locks
- Maintains the security of the master record system of locks and keys
- May repair exit hardware, and door opening and closing apparatus
- Requisitions key blanks and lock parts
- Maintain an appropriate inventory of locksmith supplies and materials
- Plans, organizes, and lays out locksmith tasks
- Maintains a variety of records in addition to the master record system of keys and locks
- Contacts vendors and obtains prices and services
- Coordinates, organizes and directs team- and project-related work activities of other maintenance personnel
- Estimate labor and material costs
- May be called in to work evenings and weekends on an overtime basis
- Drives a service vehicle to and from the work site. Participates in various large projects such as moving furniture and equipment, large setups or other activities (e.g. summer moves, new construction, special events, graduation, setting up bleachers, etc.) that may not involve locksmithing
- Performs other duties related to the class as assigned

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### **JOB REQUIREMENTS – QUALIFICATIONS**

#### **Skills, Knowledge and/or Abilities Required:**

##### Skill to:

- Operate the variety of tools and equipment utilized in the performance of installation, repair and maintenance of locks, doors and door closers
- Perform lock and door installation, maintenance, and repair activities
- Operate a computer

##### Knowledge of:

- Methods, materials, tools, and equipment used in locksmith work
- Lock and security systems
- Legal mandates, policies, regulations, and guidelines pertaining to lock and door closure devices
- Safe working methods and procedures

##### Ability to:

- Skillfully use locksmith tools and equipment
- Plan, lay out, and coordinate the work of others
- Accurately estimate labor and material costs
- Work from blueprints, shop drawings, sketches, and schematics
- Maintain simple records and prepare complete and concise reports
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions

### **PHYSICAL DEMANDS**

Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, it is deemed that he or she can also do medium, light, and sedentary work. (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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**EXPERIENCE AND EDUCATION REQUIREMENT**

Experience:

Two (2) years of experience as a journey-level locksmith that included multi-level key systems and security systems for commercial buildings.

Education:

Equivalent to the completion of High School, supplemented by coursework or training in advanced locksmith systems, products, methods and techniques.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a valid California Motor Vehicle Operator's License

**CONDITION OF EMPLOYMENT**

- Insurability by the District's liability insurance carrier
- Must receive two (2) hours of asbestos awareness training within the first 60 days of employment. Federal law requires that employees receive additional ACBM training if they work in areas in which asbestos building materials may be disturbed. The District provides this training.