

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Locksmith	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0623	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	11-25-85
		BOARD REVISION:	07-30-09
		HR REVISION:	06-21-12

BASIC FUNCTION:

Perform journey-level skilled locksmith work for all locking structures and facilities of the school district; maintain and service vehicle locks; install and repair locks and locking mechanisms; responsible for the creation and maintenance of master key systems for structures, facilities, and district vehicles.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Establish Grand Master key systems; expand current systems as situations change. **E**

Install, repair, and service locks and locksets (cylindrical type, push button, mortise, and interchangeable core), lock parts and accessories (lock cylinders, filler plates, latch guards), and auxiliary locks (bolts, dead-latches, gate locks, padlocks, hasp, and strike plates). **E**

Install, repair, and service exit and panic devices (touch-bar devices), and cabinet locks and hardware (cam, drawer, sliding door, mailbox, file cabinet, and hinges), as well as door closers and related door hardware. **E**

Service key control systems; write complete master key system; duplicate keys, and originate keys; change lock combinations. **E**

Repair and service safes by changing combinations and replacing parts. **E**

Respond to off-hours security repairs; respond to emergency door openings for wood/metal doors, vehicles, cabinet doors, padlocks, and safes. **E**

Maintain strict documentation and record keeping. **E**

Evaluate and communicate issues of security and safety related to door hardware to site administrators including Americans with Disabilities Act (ADA) and fire safety codes. **E**

Write building specifications for remodel and new construction; inspect new construction for workmanship and compliance to specifications; make punch lists for items to be corrected. **E**

Read plans, hardware schedules, building specifications, and related documents. **E**

Establish work schedules, estimate jobs, purchase from vendors, communicate with manufacturers, and prepare requisitions. **E**

Operate a variety of specialized equipment and tools; drive a district vehicle to conduct work; lift and carry heavy objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and two-year locksmith apprenticeship program or training in a diverse professional environment. Five years of journey-level locksmith experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver's license; provide personal automobile, and proof of insurance; employee entrance evaluation (lifting test).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools, and procedures used in performing journey-level skilled locksmith work.

Construction, repair, and application of various types of locks and locking devices.

Methods, materials, tools, principles, concepts, parts, and equipment used in the trade.

Building codes, policies, regulations, and guidelines pertaining to typical school.

Key code systems.

Skilled safety practices and procedures.

State building codes and other requirements pertaining to district facility maintenance and repair.

Basic record-keeping techniques.

Safe working methods and procedures.

Technical aspects of field of specialty.

Health and safety regulations.

ABILITY TO:

Perform journey-level skilled work as a locksmith.

Read and interpret blueprints, sketches, shop drawings, and diagrams.

Comply with safe practices and procedures.

Work cooperatively with those contacted in the course of work.

Maintain records, and prepare complete and concise reports.

Understand and follow oral and written directions.

Establish cooperative working relationships with others.

Work independently.

Operate a vehicle, observing legal and defensive driving practices.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Lift and carry heavy objects according to safety regulations.

Work efficiently to meet schedules and timelines.

Operate and maintain specialized tools of the locksmith trade.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor, outdoor, and shop environment; drive a vehicle to conduct work; noise from equipment operation; and exposure to adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:

Pull, push, carry, and lift heavy objects; climb ladders; stand for extended periods of time; bend at the waist or crouch; reach overhead, above the shoulders, and horizontally; dexterity of hands and fingers to operate specialized tools and equipment; hear and speak to exchange information.

SAMPLE HAZARDS:

Work on ladders; work in high pedestrian traffic areas; work in a cramped or restrictive chamber; work around and with machinery having moving parts; cuts; sharp instruments; repetitive hand motion.

(Former Classification: Locksmith/Carpenter)

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date