

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Locksmith	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	044 OSS
REVISED:	May 15, 2002		

BASIC FUNCTION:

Perform skilled work in the repair, replacement, and maintenance of school building locks, keys, and related equipment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

E = Essential Functions

Install, inspect, adjust, and repair a variety of locks, panic door exit devices, and hydraulic door closers. **E**

Disassemble locks and replace worn tumblers, springs, and other parts. **E**

Select key blanks and operate cutting machine to make new or duplicate keys. **E**

Change lock combinations by shortening tumblers or inserting new tumblers into locks. **E**

Pick locks when keys are lost or broken in lock; arrange and maintain duplicate key systems. **E**

Prepare and update records of keys issued; maintain records of work performed. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, or experience equivalent to one year of recent experience in the repair, maintenance, and replacement of a variety of locks, keys, and related equipment; completion of a trade school curriculum in locksmithing recognized by the Locksmith Training Institute is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

Availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Machines, tools, and methods used in the installation and repair of lock systems, locks, keys, and related equipment.

Reading and writing English communication skills.

ABILITY TO:

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting; working with tools and equipment.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting heavy objects.

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Job Code 8200

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