SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Skilled Trades Helper (Locksmith)
REPORTS TO: Assigned Supervisor

DEPARTMENT: Maintenance
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 036 OSS

REVISED: November 12, 2002

BASIC FUNCTION:

Assist a journey level locksmith by performing semi-skilled and routine duties in the inspection, installation, and repair of locks.

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

Assist and facilitate the work of a locksmith by installing, inspecting, and repairing locks, panic door exit devices, and hydraulic door closers of district buildings. E

Uses power and hand tools appropriate to the trade. E

May drive a truck.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from high school and two years of recent experience as a helper to a journey level locksmith.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license appropriate to the type of equipment and/or vehicle operated.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Locksmith work, tools, and methods used in the trade.
Safety methods and practices used in the trade.
Reading and writing English communication skills.

ABILITY TO
Use tools and equipment common to the trade.
Operate power and hand tools and other equipment common to the trade.
Established and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and/or outdoor setting.

PHYSICAL REQUIREMENTS:
Strength and energy sufficient to maintain rigorous schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and other equipment common to the trade; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting heavy objects.

Job Code 8296
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