

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Locksmith	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	050 OSS
ISSUED:	June 28, 2011		

BASIC FUNCTION:

Inspect, and prepare estimates for locksmith work at school and district facilities; lead and participate in the work of journey-level locksmiths and helpers in the installation, replacement, repair, and maintenance of school locking devices and related equipment; provide leadership, training, and direction to assigned staff.

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

Inspect and prepare estimates for locksmith work at school and district facilities. **E**

Order materials required for new installations and for the repair and maintenance of locks, hydraulic door closers, and panic door exit or other locking devices. **E**

Perform or direct the repair, replacement, and maintenance of locks, lock systems, and related devices; make keys by code and tracing machines. **E**

Prepare layouts or sketches as required. **E**

Conduct inspections and prepare estimates of labor and materials costs for lock systems as necessary. **E**

Meet with architects as required and make recommendations on appropriate types of lock systems. **E**

Monitor records of time and materials to prevent cost overruns and provide reports. **E**

Determine need for and arrange vendor inspection of lock systems and hardware for remodeling projects or new school construction. **E**

Schedule and coordinate work with that of other maintenance and operations programs and with school personnel. **E**

Operate a microcomputer to access and maintain status of work orders. **E**

Keep accurate and complete records of all locks and keys issued, and cross-check records to prevent breaching of security and accidental interchangeability of keys. **E**

Drive a truck and ensure proper maintenance of repair vehicles, shop tools, and equipment. **E**

Determine priorities of work; train and direct the work of locksmiths and other staff and provide input to employee performance evaluations. **E**

Respond to inquiries from other agencies and the public; respond to after-hour security emergencies at district facilities; enforce safety regulations. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of education, training, or experience equivalent to two years of diversified journey level locksmith experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tools and methods used in the repair and maintenance of a wide variety of locks and related equipment.

Reading blueprints, plans, and specifications.

District building security policy.

Reading and writing English communication skills.

ABILITY TO:

Prepare layouts and to estimate labor and material costs.

Direct the work of others.

Communicate effectively with site administrators and other staff, other agencies and the public.

Learn the operation of a personal computer.

Maintain accurate records of key systems throughout the district.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor setting.

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 read, and prepare documents; 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 light objects.

Job Code 8202

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