

VISTA UNIFIED SCHOOL DISTRICT

LOCKSMITH

Purpose Statement

The purpose of a Locksmith is to provide locksmith services with specific responsibility to identify repair and/or maintenance needs; repair, alter, install, key, and/or replace locks; ensure compliance with accessibility and health and safety codes; provide information on the proper use of equipment; ensure completion of projects in accordance with trade standards; assist other skilled trades; and ensure that tools and materials are available at job site.

This job reports to the Maintenance and Grounds Manager.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions and complete work orders efficiently and in a timely manner.
- Confers with immediate supervisor and assists with the coordination of day to day activities (e.g., work orders, work direction to other assigned staff, etc.) for the purpose of ensuring that assignments are completed in a safe, proper, and timely manner and maximizing the efficiency of the workforce.
- Coordinates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Cuts new or duplicate keys, re-keys locks, and changes combinations for the purpose of maintaining safe and secure facilities.
- Designs master key systems for the purpose of maintaining a master system.
- Designs, installs, maintains, and repairs electronic lock systems and components for the purpose of improved security and monitoring of assigned keys.
- Diagnoses causes of problems and/or failures in security systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Fabricates unique locks, locking devices, and performs auto lock repairs and installations for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs supervisor and staff regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action, and/or complying with building and health and safety regulations.
- Installs, inspects, maintains, and repairs a variety of items, systems, and/or components (e.g., locks, tumblers, springs, existing hardware, combination changes, etc.) for the purpose of maintaining safe and secure facilities and ensuring a safe working condition.
- Maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors and inspects the work of outside contractors for the purpose of ensuring that the projects are satisfactorily completed and within district specifications.
- Monitors buildings and facilities for the purpose of evaluating condition, identifying necessary repairs, and recommending preventive maintenance.
- Prepares written materials, reports, and documentation related to assigned activities and personnel (e.g., estimates, actual costs, work order status, time sheets, procurements of equipment, repair status, activity logs, work orders, scheduling, purchase orders, multiple bids, records of time and

materials, specifications, drawings, and schematics, etc.) for the purpose of documenting activities and/or conveying information.

- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete necessary installation and/or repairs.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.
- Works from rough drawings, sketches, plans, and specifications and estimates labor, materials, and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- estimating required resources;
- handling hazardous materials;
- mechanical aptitude;
- operating standard office equipment including using pertinent software applications and office technology;
- operating tools, equipment, and materials used in trades, including power and hand tools;
- planning and managing projects;
- preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- construction of lock and panic hardware;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- proper use and maintenance of tools and equipment used in installation, troubleshooting, maintenance, and repair of locks and related hardware;
- proper methods of storing equipment, materials, and supplies;
- reading blueprints, schematics, and drawings;
- recordkeeping and record retention practices;
- safe driving practices;
- safety practices and procedures;
- school safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently

requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- inspecting buildings and/or grounds;
- meeting deadlines and schedules;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- understanding and following oral and written directions;
- working as part of a team;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Graduation from high school or equivalent supplemented by completion of a recognized apprenticeship program in the locksmith trade and three years of experience performing as a journey-level locksmith.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Class C Driver License

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Revised: 06/11/2019

Salary Grade

Classified, Range 57