

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION
JOB TITLE: LOCKSMITH
MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled level installation, repair and maintenance of locks, door closures, panic hardware systems and electronic locking systems; recombinate and adjust locks, including coding, key cutting and duplication. Assignments are received in the form of written work orders. The employee is expected to develop and initiate work methods. Most work problems are solved personally or by guiding subordinates in developing a solution. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in contacts with supervisory and various school officials. Reports to the Carpentry Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Locks: install, replace, open, clean, repair, and perform preventive maintenance on locks for doors, safes, hall gates, desks, file cabinets, lockers, and various other items of furniture and equipment.

Change lock combinations, perform mechanical or computerized grand master, master, and sub master keying and rekeying.

Disassembles, cleans, and repairs locks by replacing pins, springs, and other parts;

Make new or duplicate keys.

Diagnoses operational problems in locks.

Repairs or replaces worn tumblers, springs, and other parts.

Inserts new or repaired tumblers into lock to change the combination.

Follows specification for the installation of complex systems.

Makes measurements and cuts materials to exact specification for placement of locks.

Perform periodic maintenance and repair on door closure systems, including but not limited to key card systems and electromagnetic systems.

Maintains set of master keys for the school system.

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Install, repair and maintain all major types of locks, door closures, and panic hardware systems in accordance with work orders and instructions including, but not limited to, keycard and electromagnetic systems to conform to current federal, state, and local safety and security regulations.

Assist in the installation of electronic and other special locking systems for schools and administrative facilities; perform complex repairs and update records as required.

Open locks by use of lock picking tools, dismantling or other methods; repair locks by replacement of worn or broken parts or by adjustment or recombination of locks to the master / sub master system in use.

Repair, maintain and change safe and vault combinations.

Utilize key cutting machines, drills, saws, buffers and grinders, key gauges and locksmith tools.

Determine proper methods to be used in key cutting and duplication.

Repair/maintain card reader systems.

Installs, repairs and maintains electromagnetic-locking systems.

Use computer programs for keying and specification writing.

Drill plugs from locks to gain access to rooms.

Set up cores and cylinders for any type of lockset.

Determine which keys/master keys are in the lock during setup.

Adjust key cutting machine to .003 of an inch.

Use key gauge to read cuts on key.

Use buffers and grinders in all key and lock applications.

Properly stamp codes on keys with index.

Perform other related duties incidental to the work described herein.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

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MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, supplemented by course work in locksmith craft/trade and 3 to 5 years of experience in working with locks and lock paraphernalia or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, and drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be physically able to operate a motor vehicle (i.e., tractors, bobcats). Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, blueprints, work orders, invoices, etc. Requires the ability to prepare correspondence, evaluations, reports, forms, etc. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and building trade's terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to apply the theories of geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using carpenters' tools and woodworking equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as carpentry equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the standard methods, materials and equipment employed in carpentry work.

General knowledge of the principles of supervision, organization and administration.

General knowledge of the occupational hazards of building trades work and the associated safety precautions.

Some knowledge of all building trade skills.

Skill in the use and care of a variety of hand and power tools necessary to perform carpentry work.

Ability to prioritize tasks and assign workers as appropriate.

Ability to understand and work from blueprints and specifications.

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Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.