

## **LOCKSMITH**

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### **QUALIFICATIONS**

#### **A. REQUIRED**

- High School diploma or GED
- Four years of experience in locksmithing as an apprentice or graduation from a trade school and two years of work experience
- Certification as a locksmith from ILA (Institutional Locksmith Association) and/or ALOA (Associated Locksmiths of America)
- Possession of a valid Arizona driver's license
- Prior work experience in customer service

#### **B. DESIRED**

- Experience with school maintenance work.
- Previous experience in a school district, college or university
- Experience with LockLink (Ingersol Rand) lock software and/or ILCO Unican lock software

### **SUMMARY**

Repairs, maintains and installs a wide variety of locks and door closures

Reports to: Maintenance Manager

### **ESSENTIAL FUNCTIONS**

- Installs, repairs, rebuilds and services mechanical or electrical locking devices, using hand tools and other equipment
- Disassembles locks, such as padlocks, safe locks and door locks and repairs or replaces worn tumblers, springs and other parts. Inserts new or repaired tumblers into locks to change combinations
- Installs, repairs, adjusts and services mechanical and automatic door closures and openers
- Installs and maintains keyless entry systems. Programs and reprograms card readers or prox readers and swipe card readers
- Cuts new and duplicate keys using keycutting machine and fits keys for locks
- Changes locks and reprograms keyless entry systems for security purposes, as required
- Maintains an inventory of lock supplies and stock of lock parts
- Maintains a computerized inventory of doors, staff records and keylogs of staff and contractors
- Develops, implements and maintains a preventative maintenance program for district-wide door hardware
- Maintains preventative maintenance work schedules, work history records, and performs preventative maintenance
- Works within a cost control budget; controls costs on materials and tool purchases; may develop an estimate of costs for repair jobs and new installations

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- Participates on committees as assigned; makes suggestions to improve district/departmental operation; assists in establishing work schedules designed to minimize impact on instruction
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills.
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties as required

### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to communicate effectively with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to lift, climb, stoop, bend, twist, reach, walk and stand for long periods of time
- Ability to use hand and power tools
- Ability to climb stairs and ladders
- Ability to withstand exposure to noise, noxious chemicals, heights and adverse weather and temperature conditions
- Ability to exercise judgment in accordance with established procedures
- Ability to perform tasks requiring manual dexterity