



## HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

### LOCKSMITH

**JOB PURPOSE STATEMENT:** The job of Locksmith is done for the purpose of performing skilled locksmith work and analysis in the installation, repair, and maintenance of doors; lock and closing devices on doors, cabinets, and various closures; and assisting in the establishment and maintenance of a master record system of keys and locks.

#### Essential Job Functions:

- **Advises** assigned maintenance support personnel to ensure that work is completed safely, accurately, and in a timely manner
- **Assists** in the planning and implementation of locking systems and door alarm systems
- **Coordinates** with other staff to complete projects/work orders efficiently
- **Disassembles** and repairs padlocks, door and safe locks, and various other locking devices.
- **Installs** doors, new locks, repairs and opens locks, changes lock combinations, and prepares a record of changes.
- **Keeps current** on updated information regarding electronic security and other regulations
- **Maintains** accounts for budget purposes
- **Maintains** a variety of records in addition to the master record system of keys and locks.
- **Makes** new or duplicate keys with or without patterns and guides
- **Orders** supplies, equipment, and tools to ensure adequate materials are available to complete assignments in a timely manner
- **Performs** unskilled and semi-skilled duties in other maintenance areas as necessary
- **Prepares** documentation to provide written support and/or convey information
- **Procures** equipment, supplies, and materials to maintain availability of required items and complete jobs efficiently
- **Programs** and installs electronic locks, programs, locking systems, and lockout-specific systems
- **Repairs** and replaces doors, tumblers, springs, and other lock parts
- **Repairs** systems which require skills in a maintenance trade to maintain facilities in safe, comfortable, and operating conditions
- **Requests** quotations to provide cost information
- **Responds** to emergency situations to resolve immediate safety concerns
- **Transports** various items (e.g., equipment, supplies, etc.) to provide materials at job sites, as required, to complete tasks

#### Other Job Functions:

- **Assists** other personnel, as needed, to support them in the completion of their work activities
- **Attends** meetings, as assigned, to convey and/or gather information required to perform duties
- **Trains** department personnel to provide necessary information on the proper use of equipment

#### Job Requirements - Qualifications:

*Knowledge* is required to perform math for appropriate practical applications; to read technical information; to create and/or compose documents; to participate in panel discussions; to solve practical problems; and to deal with a variety of concrete variables.

*Skills* are required to perform multiple, highly complex, specialized, technical tasks. Specific skills include applying pertinent codes, policies, regulations, and/or laws; communicating with persons of varied cultural and educational



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backgrounds; operating equipment used in profession; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications.

*Abilities* are required to deal with a level of complexity of tasks that require significant flexibility with people; to practice discretion, independent action, and judgment when using equipment and/or working with people; to utilize a variety of equipment; and to interact with persons and/or agendas that frequently change. Specific abilities include adhering to safety practices; being attentive to detail; meeting deadlines and schedules; working under time constraints; and demonstrating keyboard/computer literacy.

**Responsibility:** The scope of resources utilized is significant. Significant opportunity exists for significant impact (positive or negative) on the organization's mission. Work is not normally reviewed in detail.

**Working Environment:** The job functions are generally performed in an indoor/outdoor environment, requiring the following significant physical abilities: lifting a minimum of 50 lbs., carrying, pushing, pulling; climbing and balancing; stooping, kneeling, crouching; reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual.

**Educational Requirements:** A high school diploma or equivalent is required.

**Experience Requirements:** Three years of job-related experience within specialized field is desirable. Additional coursework in related field is also desirable.

**Licensing, Certification, Testing Requirements:** Fingerprint/criminal justice clearance; Tuberculosis clearance; and a valid driver's license and evidence of insurability are required.

**Revised: 4/10/19**

**Revised: 9/28/23; Board Approved 11/6/23 due to being a new position**

**Revised: 3/12/24**