

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Locksmith</b>	<b>Job Code: 81041</b>
<b>Job Classification:</b>	<b>18 Service Workers</b>	<b>EEO Line: 53</b>
<b>Job Class Category:</b>	<b>Educational Support Personnel</b>	<b>Job Description Supplement Code: 8</b>
<b>Reports to:</b>	<b>Director, Maintenance Department</b>	<b>Salary Locator: Classified Schedule</b>

### SUMMARY:

Under general supervision, perform master journey-level work in the installation, repair, remodel and maintenance of manual and automated locks, locking systems and security devices; door openers, closers, and hardware.

### QUALIFICATIONS:

- (1) High School Diploma or General Education Degree (GED)
- (2) Valid Florida Driver's License and acceptable driving record
- (3) Locksmith Certification
- (4) Five (5) years' experience in commercial, industrial or facilities operations setting
- (5) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Thorough knowledge of the practices and procedures of the methods, materials and tools used in the locksmith trade, including complex access and control systems.
- (4) Thorough knowledge of all types of locks, fastening devices and related hardware.
- (5) Working knowledge of electrical locking and security systems and devices.
- (6) Working knowledge of applicable code requirements, including those regulations pertaining to fire exits and door hardware
- (7) Ability to work from plans and specifications
- (8) Ability to observe safety precautions in the maintenance and installation of electronic and mechanical equipment

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Install, repair and maintain commercial lockable hardware such as doors, automatic electric doors, windows, lockers and magnetic keying systems to ensure safety of facilities.
- (3) Produce and/or modify hardware for locks. Make new keys; replace broken or lost keys.
- (4) Design and maintain master key system.
- (5) Assist department director or principal in the design, modification and implementation of security policies and procedures.
- (6) Clean, maintain, adjust, calibrate and service equipment used in the performance of duties.
- (7) Monitor work done by outside contractors for adherence to state and federal code requirements and report back to department director.
- (8) Assist in the writing of specifications for repair and/or new construction.
- (9) Respond to emergency maintenance requests as required.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position as directed.

### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

Adoption: May 20, 2014