

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the direction of a Director of Facilities and Safety, perform skilled maintenance work in the repair, adjustment, and changing of key and combination locks and door closures and relevant hardware; perform related maintenance work as requested.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform skilled maintenance work in the repair, adjustment, and changing of key and combination locks, and door closures; maintain work area in a safe, clean and organized condition.

Perform skilled locksmithing for a master keying system for each District site, including the inspection, maintenance, repair, installation and changing of key and combination locks, door closures and related hardware.

Plan and lay out work on assigned work orders; dismantle, repair and rebuild various types of locks and change lock combinations and parts; key cylinders and re-key plugs and locks; maintain records of time and materials used.

Maintain master key systems and door and hardware schedules; cut new or duplicate copies of keys by code using key cutting machine; deliver keys to District sites and personnel.

Overhaul, adjust and install doors, door closures, panic bars and emergency opening or alarm equipment.

Operate a variety of tools and equipment including a key machine, drill motor, grinder and key punch; drive a District vehicle to conduct work.

Prepare and maintain detailed records related to work performed including key numbers, key access, security of duplicate keys and hardware for District locations.

Research catalogs and contact suppliers to locate materials and parts; requisition, receive and store parts and materials required for jobs.

Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; open doors jammed shut by lock vandalism which involves the removal of glue, wood and other materials used by vandals in the attempted destruction of locks.

Provide for the security of tools, materials and equipment at the work site; care for and store tools in accordance with departmental procedures.

Utilize appropriate safety precautions in the performance of duties to assure the safety of students and staff.

Respond to emergency calls and emergency key needs when keys are lost or locks are broken.

OTHER DUTIES:

Assist other maintenance personnel by performing unskilled or semi skilled duties.

Perform routine safety inspection and maintenance of assigned vehicle.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, equipment and records used in locksmith work.

Proper design, methods, materials, tools and equipment used in locksmithing and general maintenance activities.

Master key systems, key inventory and distribution control.

Applicable laws, codes, rules and regulations.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Inventory methods and practices.

Proper lifting techniques.

ABILITY TO:

Perform skilled maintenance work in the repair, adjustment and change of keyed and combination locks.

Repair locks and lockers, make keys, use and maintain hand tools and locksmithing tools and equipment.

Work from technical manuals, shop drawings, blueprints, schematics, specifications and catalogs.

Maintains detailed records of keying charts.

Operate a variety of tools and equipment related to the assigned trade.

Plan, lay out and organize work.

Meet schedules and time lines.

Work independently with little direction.

Work cooperatively with others.

Observe health and safety regulations.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of journey-level experience as a locksmith.

LICENSES AND OTHER REQUIREMENTS:

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Ewing & Company

Valid California driver's license, and a driving record acceptable to the District for insurance purposes.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Emergency call out.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment.

Walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders or horizontally.

Climbing ladders to reach hardware and door closures.

Lifting, carrying, pushing and pulling heavy objects.

Seeing to read a variety of materials and perform locksmith duties.

HAZARDS:

Working around and with machinery having moving parts.

Working in a cramped or restrictive work chamber.

Working at heights.

Fumes from cleaning chemicals.