

**FOUNTAIN VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: LOCKSMITH

BASIC FUNCTION:

Under the direction of the Supervisor, Maintenance, perform skilled locksmithing work in the installation, repair, adjustment and changing of keyed and combination locks; repair, install and maintain door hardware; provide for the safety and security of District facilities, equipment, students, staff and others.

REPRESENTATIVE DUTIES:

(E = Essential Duty)

Inspect, maintain and repair locks. *E*

Dismantle and rebuild various types of locks and change lock combinations. *E*

Repin lock cylinders, replace work tumblers, springs and other parts. *E*

Make duplicate copies of keys by key code and by hand; issue and maintain District-wide record of keys issued; create and maintain master key system to various schools and offices; enter related information into computer data base. *E*

Troubleshoot, repair, replace and maintain a variety of metal and wood doors, closers, panic bars, door holders, hinges and install latches and dead bolts and other security and emergency hardware. *E*

Install, re-key and repair cabinet, lockers, padlocks and desk locks. *E*

Install and repair student lockers; install new doors, latches, slides, handles and other parts; update and maintain records of locker combinations and change combinations as necessary. *E*

Fabricate metal and wood parts as needed; maintain, adapt and replace parts according to applicable building codes, laws and ordinances. *E*

Operate and maintain a variety of related hand and power tools and equipment, including saws, breaks, shears, grinders, drill press, jointers, planers, routers, key cutting and coding and welding equipment. *E*

Estimate amounts of materials and labor required for locksmithing jobs; requisition, order and store supplies and materials. *E*

Perform a variety of general maintenance work and assist others with special projects as assigned.

Repair and modify existing furniture, shelving, cabinetry, equipment and fixtures.

REPRESENTATIVE DUTIES (continued):

Cut, fit and hang doors; maintain and repair woodwork of buildings.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools and equipment used in locksmithing work.

Various locks available and the best use for each type.

Methods, materials and equipment used in general door and window hardware.

Building codes, laws and standard practices related to locksmithing trade, including hardware and keying requirements.

Basic shop math.

Safety and security practices.

ABILITY TO:

Perform specialized locksmithing work.

Utilize and maintain the tools and equipment necessary in the repair and installation of locks.

Duplicate keys and maintain comprehensive records issuance.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Operate District vehicle and observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years skilled locksmithing.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Drive a vehicle to conduct work.

PHYSICAL ABILITIES:

Lifting, carrying, pushing and pulling heavy objects.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate tools and equipment used in the locksmith trade.

Climbing ladders.

Bending at the waist, kneeling or crouching.