

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/16 Effective Date	MAINTENANCE WORKER 3 LOCKSMITH Job Title	2.10.3.1 Index
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PURPOSE

To positively impact student achievement by performing a variety of journey level work throughout all District facilities, specific to the repair, maintenance and installation of locks, key systems and door hardware throughout the District.

CLASS CHARACTERISTICS

This is the journey level class in the maintenance worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform complex maintenance repair work, requiring journey level experience, in those trades which involve technical practices and repair procedures. Will provide occasional and intermittent technical assistance to other maintenance employees.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor, and technical and functional supervision from a higher level Maintenance Worker. Methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor at regular intervals during progress and upon completion.

Will exercise technical supervision over less experienced maintenance personnel. May coordinate and schedule the work of outside contractors.

EXAMPLES OF DUTIES - May include, but are not limited to, the following:

Use appropriate discretion and special knowledge of lock systems to preserve the integrity of the Districts' master key system, while meeting customer needs.

Install, service and repair various types of locks and security devices.

Install and repair door hardware and hydraulic closing devices.

Disassemble locks; repair and replace worn tumblers, springs and other parts.

Cut new or duplicate keys and stamps with identification.

Issue keys and maintain records of keys issued and returned using Districts' master key log.

Occasionally provide technical supervision over other maintenance personnel.

Operate tools, equipment and machinery used in assigned trade area.

Prepare estimates of materials, equipment and labor required for assignments.

Perform maintenance and repair on tools and equipment used in trades work.

Order materials needed; maintain records, using District purchasing rules.

Manage, track, and organize inventory of tools and parts.

Prepare reports and correspondence.

Prepare sketches and read blue prints.

Assist on special projects as may be identified by the Facilities staff.

Provide assistance to other maintenance personnel.

Maintain regular and consistent attendance and punctuality. Perform related duties consistent with job description and assignment.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of the locksmith trade.

Materials, tools and equipment used in the locksmith trade.

Function and application of various door hardware.

Applicable safety rules, practices, and procedures.

MSD sheets; what they are for and how to use them.

Local, state and national repair, installation and operation codes.

Ability to:

Perform journey level skilled trades work.

Cut and issue keys, re-key, install and repair locks and hardware.

Interpret, implement and maintain pre-defined master key systems.

Use hand and power tools applicable to trade.

Install, trouble shoot and repair mechanical locking devices.

Train others in technical skills.

Prepare written reports.

Prioritize and schedule daily calls and preventive maintenance.

Read and comprehend MSD sheets.

Maintain records of work orders, parts, and preventive maintenance performed.

Use technology for word processing, spreadsheets, communication, the work-order database and other related applications and devices.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience:

Minimum of 3 years responsible skilled trades experience.

Training:

High school diploma or equivalent.

Any equivalent combination of education, training, and experience which provides the required knowledge and abilities may be considered in lieu of requirements above.

Special Requirements

Possession of a valid Oregon driver's license.

WORK ENVIRONMENT:

Work is often done independently, in the field year-round and involves exposure to chemicals, dirt, dust other unpleasant or dangerous materials. May be required to work various shifts in order to avoid disruption of school or work.

PHYSICAL REQUIREMENTS:

Frequent twisting, bending stooping lifting all types of weight occasionally up to 80 pounds. On feet all day making repairs or performing maintenance on all District properties and systems. Dexterity of hands and fingers to operate assigned tools and equipment.

Salem-Keizer School District is an equal opportunity employer.

Position: Maintenance Worker 3 - Locksmith

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____