



Job Title: **Locksmith Level 1 & 2**

Department: **Facilities Services**

Supervisor: **Maintenance Coordinator, Trade Lead Person**

Lane Placement: **ESP Lane 9 or 10**

Schedule: **8 hr/ 245 days** Evaluation Group: **JCES 6**

FLSA Classification: **Non-exempt**

## **JOB DESCRIPTION**

Under the supervision of the Maintenance Coordinator and Trade Lead person, the **Locksmith** performs trade-specific tasks to help in the fabrication, maintenance and repair of items or areas in and around school facilities, District maintenance and administration buildings.

## **ESSENTIAL FUNCTIONS**

- Performs daily work assignments. Work assignments include installation, repair and maintenance of locking mechanisms and hardware devices, and all aspects of building access control.
- Completes assignments in a cost efficient and timely manner.
- Locates and orders parts and materials used to complete work assignments.
- Keeps equipment in proper and safe working order.
- Provides support services for other trades as assigned.
- Must follow proper operating, construction and repair procedures to minimize possibility of danger and/or injury.
- May help train and direct temporary workers and apprentices as required.
- Drives and operates various Maintenance vehicles and equipment.
- Will be called to respond to routine and emergency duties as required.
- Shift work may be required.
- On-call duties as assigned.
- Required to attend all scheduled training and departmental meetings.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATION REQUIREMENTS**

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Completion of a formal trade-specific program or apprenticeship is preferred.
- Must have one of the following for Lane 10 salary placement:
  - A Utah State Building Contractors License (B-100)
  - Certified Professional Locksmith Certification
  - ICC Four-way Certification
  - Associates Degree in related field
- Must be willing to obtain and maintain necessary certifications.
- Requires two to four years experience with demonstrated competence in all phases of the trade. Formal apprenticeship or trade-specific educational experience may be included.
- Must demonstrate competence in reading, writing and math.
- Requires skills and working knowledge to work independently at the technician level with ability to assess and resolve problems.
- Requires knowledge of codes.
- Requires excellent interpersonal skills. Interacts with school, and administrative personnel in completing tasks. Students are frequently close by as work is being performed.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires ability to establish priority of work assignments.
- Requires ability to make decisions and recommendations to supervisor.
- Must demonstrate knowledge of S.D.S. safety procedures.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

## **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Work requires physical exertion (e.g. lifting and moving equipment and materials up to 50 pounds, climbing, working in high and/or awkward positions).
- May use some chemicals that are potentially hazardous.
- Work may involve some hazard in the possible exposure to electrical shock.
- Activities may involve outdoor work in all weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 6/8/2020 \_\_\_\_\_