<table>
<thead>
<tr>
<th><strong>FRESNO UNIFIED SCHOOL DISTRICT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Description</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th>Locksmith</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REPORTS TO:</strong></td>
<td>Lead Carpenter</td>
</tr>
<tr>
<td><strong>DEPARTMENT:</strong></td>
<td>Maintenance</td>
</tr>
<tr>
<td><strong>CLASSIFICATION:</strong></td>
<td>Classified</td>
</tr>
<tr>
<td><strong>FLSA:</strong></td>
<td>Non-Exempt</td>
</tr>
<tr>
<td><strong>WORK YEAR:</strong></td>
<td>261 Days</td>
</tr>
<tr>
<td><strong>BOARD APPROVAL:</strong></td>
<td>October 8, 1998</td>
</tr>
<tr>
<td><strong>SALARY:</strong></td>
<td>Crafts Salary Schedule/ 90% Union Scale</td>
</tr>
</tbody>
</table>

**BASIC FUNCTION:**

Perform journey-level repair, adjustment, replacement and installation of door locks, panic hardware, security hardware, tumbler locks, combination locks, latches, door closers, key cutting and miscellaneous office furniture locking devices repair and/or replacement.

**REPRESENTATIVE DUTIES:**

Perform journey-level skilled locksmith work conforming to District Master Code files. $E$

Maintain strict documentation and record keeping. $E$

Repair and maintain District locking devices and associated hardware. $E$

Coordinate re-keying schedules with District’s Facilities Department. $E$

Recommend and perform alterations to locking/security devices to enhance the District’s security. $E$

Respond to off hours security repairs, on an as-needed basis. $E$

Make new or duplicate keys and change lock combinations. $E$

Prepare requisitions, estimates and other related record keeping. $E$

Communicate with District departments and personnel concerning maintenance and repair needs. $E$

Operate a variety of specialized equipment and tools. $E$

May install or assist in installation of doors.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Graduation from high school, certification of formal completion in an accredited apprenticeship program, or a valid Class B General Contractor License, and five years of journey-level experience beyond an apprenticeship.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver’s License.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Materials, tools, and procedures used in performing skilled journey-level locksmith work.
- Construction, repair and application of various types of locks and locking devices.
- Methods, materials, tools, principles, concepts, parts and equipment used in the trade.
- Key code systems.
- Skilled safety practices and procedures.
- State building codes and other requirements pertaining to District facility maintenance and repair.

ABILITY TO:
- Read blueprints and specifications.
- Comply with safe practices and procedures.
- Operate a vehicle, observing legal and defensive driving practices.
- Work cooperatively with those contacted in the course of work.
- Operate and maintain a variety of equipment and hand and power tools.
- Prepare and maintain records and reports.
- Maintain work pace appropriate to given work load.

WORKING CONDITIONS:

ENVIRONMENT:
- Indoor, outdoor and shop environment; driving to conduct work; noise from equipment operation and exposure to adverse weather conditions

PHYSICAL ABILITIES:
- Kneeling, pulling, pushing, carrying and lifting heavy objects; climbing ladders; standing for extended periods of time; heavy physical labor; bending at the waist; crawling; reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate specialized tools and equipment; hearing and speaking to exchange information.

HAZARDS:
- Working on ladders; working in high pedestrian traffic areas; working in a cramped or restrictive chamber; working around and with machinery having moving parts.

APPROVALS:

Deberie L. Gomez, Associate Superintendent
Division of Human Resources

Carlos A. Garcia, Superintendent

10/2/98

10/8/98