

FRESNO UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Lead Locksmith	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	May 19, 2021	SALARY:	IAMAW Crafts Hourly Salary Schedule Grade M-70

Basic Function:

Perform journey-level repair, adjustment, replacement and installation of door locks, panic hardware, security hardware, tumbler locks, latches, door closers, key cutting and miscellaneous office furniture locking devices repair and/or replacement. Perform duties as a working lead, coordinating Locksmith work while providing hands-on participation in installing, maintaining, repairing and removing of lock hardware, fixtures and associated systems.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities with this classification, but is intended to accurately reflect the principal job elements.

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

Leads, directs, participates in, and provides insight into the maintenance and improvements of lock hardware and related system operations and computerized maintenance management systems that support work order management and preventative, corrective, and predictive maintenance programs associated with lock and security systems and auxiliary equipment. *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 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:

Any combination equivalent to: 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. Successful completion of Class B physical exam.

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 workload.

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.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions