Job Title: Locksmith  
Exemption Status/Test: Non-Exempt  
Reports to: Supervisor, Locks  
Date Revised: April 14, 2016  
Dept. /School: Maintenance

Primary Purpose:  
To maintain all door hardware at each of the district schools and support buildings.

Qualifications:  

Education/Certification:  
High School Diploma or GED  
Clear and valid Texas driver’s license with good driving record  

Experience:  
Minimum two (2) years; lock experience preferred  

Special Knowledge/Skills:  
Experience with installation and repair of commercial locks and closers.  
Experience with various types of key equipment.

Major Responsibilities and Duties:  

1. Installation, repair and maintenance of commercial lockable hardware such as automatic electric doors, windows, lockers and magnetic keying systems to ensure safety of facilities.  
2. Ability to work on electrical products including strikes, holders, card readers, mag locks, electric exit devices, etc.  
3. Ability to adjust door in frames.  
4. Ability to re-key locks and keep accurate key records.  
5. Ability to identify and repair locks, desks, file cabinets, lockers, etc.  
6. Ability to follow instructions.  
7. Ability to complete assignments in a timely and workable manner.  
8. Ability to get along with others.  
9. Ability to adjust door closers.  
10. Ability to work on fire doors.  
11. Ability to ready blue prints.  
12. Ability to work on overhead doors.  
13. Willingness and ability to complete additional duties as assigned.

Supervisory Responsibilities:  

None.
Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.