

**TITLE:** LOCKSMITH

**QUALIFICATIONS:**

1. Possession of valid driver's license
2. Knowledge of practices, tools, equipment and materials used in locksmithing
3. Knowledge of qualities and adaptability of various locks
4. Ability to understand and follow oral and written instructions
5. Certificate of completion from valid locksmith course

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To provide students and staff a safe and comfortable physical environment

**PERFORMANCE RESPONSIBILITIES:**

1. Repairs and replaces all parts of lock hardware
2. Installs new master key systems as necessary
3. Keys all new construction and remodel projects
4. Maintains district-wide keying system
5. Repairs all locks
6. Repairs and replaces exit door closures
7. Performs other skilled jobs as required in maintenance department, i.e., carpentry, electrical, and plumbing
8. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; skilled trades salary schedule

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable