

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 15, 2015
Salary Schedule: 20; Row: 30

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: LOCKSMITH

JOB PURPOSE STATEMENT: Under general supervision of the Director of Facilities Services, performs skilled and semi-skilled duties related to the installation, maintenance and repair of all District locking mechanisms, including doors, jambs, closures, lock security mechanisms, electrical security devices for doors, windows, gates, cabinetry or any other secured space and all associated hardware.

JOB FUNCTIONS:

- Installs, inspects, adjusts and repairs a variety of locks, panic door exit devices, and hydraulic door closers
- Installation of doors, door frames, thresholds and door closures
- Disassemble locks and replace worn tumblers, springs and others parts
- Select key blanks and operate cutting machine to make new or duplicate keys
- Change lock combinations by shortening tumblers or inserting new tumblers into locks
- Pick locks when keys are lost or broken in lock: arrange and maintain duplicate key systems
- Creates/maintains master key systems and maintains records and security of duplicate keys
- Implements keying system for new sites
- Creates estimates of labor and materials for work orders
- Knows methods, techniques, materials, tools and equipment used in the building trades
- Knows construction and repair of various makes of locks
- Knows variety of locks and the best use of each type.
- Knows key code systems
- Ability to read blueprints and specifications

JOB FUNCTIONS - continued

- Procures equipment, supplies and materials in a timely manner
- Operates hand and power tools used in general maintenance functions in a safe and efficient manner
- Responds to emergency situations
- Disposes of waste materials properly
- Transports various items to provide materials at job site as required to complete tasks
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs basic math to calculate measurements, quantities, etc.
- Records and documents information to provide written support and/or convey information
- Responds to after hour calls as needed
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents, instructions, the display screen of various equipment and machines, and blueprints and schematics
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, lift (50 pounds), carry (50 pounds), climb, and walk
- Able to push and/or pull a variety of tools, equipment and objects weighing up to 50 pounds
- Able to sustain manual labor up to 6 hours
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to use respirators, for personal protection, as necessary
- Able to work at various elevated heights and in restricted spaces in a safe and effective manner
- Able to work with a variety of chemical agents in a safe and effective manner without allergic reaction

JOB TITLE: **LOCKSMITH**

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PHYSICAL ABILITIES - continued

- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures
- Able to operate a variety of motor vehicles, powered industrial vehicles, equipment, and tools associated with the maintenance trades in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Three years of experience as a journeyman level locksmith. Commercial and/or Industrial experience is preferred.

Licenses, Certifications, Bonding, and/or Testing:

- Valid Driver's License
- Physical Examination Clearance
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance
- Certificate of Completion from a nationally recognized Locksmith training Program (i.e., Door and Hardware Institute, American Society of Industrial Security, California Locksmith Association, Associated Locksmiths of America, State Certification for Locksmith; Locksmith Registration; Bureau of Security & Investigative Services)