



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Craftsman Maintenance VII – Locksmith II**

Position Type: Classified	Department: Facilities
Salary Schedule: Classified	Reports to: Facilities Director
Salary Range: 32	
Term of Employment: 12 months	Date: October 25, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Highly skilled in the installation, maintenance and repair of locks and other related work. Have general knowledge of methods, materials, tools and equipment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Installs and repairs and maintains cylinder and bit key locks.
- Makes or cuts keys for cylinder and bit locks, cabinet locks and padlocks; opens locks, changes lock combinations;
- Repairs or replaces tumblers, springs, and other parts.
- Keeps records on location of keys for each lock.
- Maintains security of duplicate keys.
- Occasionally, as required, performs related installation and repair of door closers, door checks, locksets, casement operators, and door strikes.
- Ability to read shop drawings and work from plans and specifications understand and carry out oral and written directions.
- Operates all associated power tools, hand tools as needed for locksmithing.
- Evaluates work orders and determines material needs and cost to complete projects as assigned.
- Processes requisitions to acquire materials and supplies needed.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities,

SUPERVISORY RESPONSIBILITIES:

- Assists and trains less experienced personnel.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Knowledge of ADA regulations that pertain to access to buildings and or rooms.
- Knowledge of contemporary methods and techniques in locksmithing required

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid Arizona Drivers License.
- Must not have accrued six (6) points against driver's license within the past three (3) years.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED).
- A minimum of 4 years proven experience in the skilled trade or craft (equipment operator) and/or training; or equivalent combination of both.

ADVANCEMENT REQUIREMENTS FROM LOCKSMITH I LEVEL:

- May attain this level of Locksmith II after 4 years of service at Locksmith I, and meet all testing requirements.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool subject to change.