

KERN COUNTY SUPERINTEDENT OF SCHOOLS
APPROVED AUGUST 2023
RANGE: 42.5
CLASSIFIED
CODE: 3, 7, 9

LOCKSMITH

DEFINITION

Under general supervision, the Locksmith will perform a variety of locksmith work including the installation, maintenance and repair of locks and related hardware on doors, windows, lockers, cabinets and other office facilities.

EXAMPLES OF DUTIES

Perform a variety of locksmith work including installation, maintenance, and repair of locks, electronic key systems, padlocks, door hardware and related equipment;

repair, install, and maintain locks on cabinets and doors;

cut keys and change lock combinations, cuts duplicate keys without patterns or guides, makes copies of keys by code, duplication, or impression; re-keys key cylinders when necessary;

repair and maintain panic bars and other exit hardware; overhaul, adjust, and install door closures and other door and window closing devices; repair and replace tumblers, springs, and other lock parts, and remove foreign objects from locks and lock systems;

responsible for ensuring all alarm panels are properly functioning and all employees and vendors have the appropriate codes

install and maintain a master keying system, maintain confidential records, logs, or other documents;

make duplicate keys to provide a safe and orderly environment for students and staff;

in conjunction with other Facilities staff, ensures compliance with applicable federal, state or local building codes or statues, including the Americans with Disabilities Act;

perform other skilled jobs as required in maintenance department, i.e., carpentry, electrical, and plumbing;

load, unload, and drive maintenance service vehicles to and from work sites;

prepare surfaces and paint a variety of equipment, furniture, and facility physical structures;

performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction work;

rules, regulations, and operational procedures pertaining to the repair, maintenance, and construction of school buildings, machines, and equipment;

safe working methods and procedures.

Ability to:

Skillfully use a variety of tools and equipment utilized in one or more of the basic maintenance trades;

work from blueprints, shop drawings, and sketches;

maintain simple records and prepare reports;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

stand, reach and work with hands and arms overhead;

climb ladders, balance, stoop, kneel, crouch, crawl, and lift up to 50 pounds;

work a flexible work week which may include evening, Saturdays, Sundays, and Holidays;

work outside in inclement weather, including dust, heat, rain, and pollen exposure.

Experience:

Three (3) years of experience as a semiskilled or skilled maintenance worker in one or more of the basic maintenance trades.

Education:

Equivalent to the completion of the twelfth grade, including training and coursework in the maintenance trade areas.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP:ac

8/2/2023

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