

| JOB TITLE | DEPARTMENT | REPORTS TO |
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| Locksmith | Maintenance | Project Manager |

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| Position No: 81041 | Length of Work Year: 12 Months |
| Salary Schedule: CWN | Date Approved: 8/26/97 |
| FSLA: Non-exempt | Date Revised: 11/13/07; 2/9/23 |

| JOB GOAL |
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| To maintain and repair district facilities so as to provide a safe environment for all students and employees. |

| MINIMUM QUALIFICATIONS |
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| <ol style="list-style-type: none"> 1. High School diploma or equivalent preferred. 2. Valid Florida drivers license. 3. Verified minimum five (5) years experience in locksmith trades. 4. Demonstrated computer skills. 5. Considerable knowledge of the standard practices, methods, materials, tools and equipment of the carpentry/locksmith trades and the qualities and use of concrete, mortar and wood. 6. Ability to lay-out, participate, and oversee the work of helpers in the carpentry trade. 7. Ability to make accurate estimates of time and materials. 8. Ability to repair and/or replace locks of all types. 9. Ability to work from specifications, plans, blueprints and rough working sketches. 10. Ability to follow both verbal and written instructions and apply them in a productive manner. 11. Ability to perform the functions of the position. 12. Personal basic hand tools are required. The district will only furnish power tools. |
| DUTIES AND RESPONSIBILITIES |
| <ol style="list-style-type: none"> 1. To represent the School Board and Maintenance Department in a cooperative and professional manner when working on a school site or dealing with the public. 2. To repair and/or replace locks of all types. 3. To maintain all necessary records for proper security of lock systems. 4. To assist in estimating time and materials. 5. To assume responsibility for the safe condition of flooring, locks, doors, door frames, windows, staircases, stair treads, wall paneling, ceiling paneling, hardware and similar structural elements in the Facilities owned or operated by the District. 6. To use full range of hand and power tools, machines and techniques. 7. To plan and lay-out work from specifications, blueprints, sketches and oral instructions. 8. To demonstrate the ability to make accurate estimates. 9. To determine which repair jobs may be performed by carpenters and maintenance workers on the staff and which must be performed by outside contractors and advise the Area Manager. 10. To recommend supplies and equipment for purchase and maintain the inventory of District owned hand tools, equipment, hardware, materials and supplies. 11. To perform assigned tasks in a timely and efficient manner. 12. To perform assigned tasks with a high standard of quality. 13. To properly use and maintain District vehicles and equipment. 14. The ability to conduct lock surveys. 15. To observe all safe practices when using tools, equipment and chemicals. |

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| 16. To perform other duties as assigned by supervisor. |
| PHYSICAL DEMAND CLASS: |
| Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties. |