

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: MAINTENANCE LOCKSMITH****BASIC FUNCTION:**

Under the direction of an administrator, to perform skilled work in the installation, repair, and maintenance of lock and closing devices on doors, cabinets, and various closures; assist in the establishment and maintenance of a master record system of keys and locks; perform semiskilled and skilled duties in other maintenance trade areas.

ESSENTIAL DUTIES:

- Install new locks, repair and open locks, change lock combinations and prepare record of changes.
- Assist in planning and implementation of locking systems and door alarm systems.
- Repair and replace door jambs, door opening and closing apparatuses, panic bars and other exit hardware.
- Make new or duplicate keys with or without patterns and guides.
- Disassemble and repair padlocks, door, and safe locks, and various other locking devices.
- Repair and replace tumblers, springs, and other lock parts.
- Remove broken keys and foreign objects from locks.
- Estimate labor and material costs.
- Requisition and maintain an adequate inventory of supplies, parts, and materials.
- Drives a service vehicle to and from work sites.
- Plan organize and lay out locksmith tasks
- Maintain a variety of records in addition to the master record system of keys and locks

OTHER DUTIES:

Other duties as assigned.

KNOWLEDGE/ABILITIES:

Standard practices, methods, tools, materials, equipment, hazards, and safety precautions associated with installation and repair of a variety of locks

Key-making and master-keying techniques

Basic record-keeping techniques.

Understand and follow oral and written instructions.

Observe health and safety regulations.

Work cooperatively with others.

Operate a vehicle to conduct work.

Ensure compliance with established rules, guidelines, regulations and schedules.

Maintain tools and equipment in clean working order.

Operate computer.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Prioritize and schedule work to meet timelines.

Work cooperatively with others

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and completion of an approved apprenticeship program or two years of journey-level experience in a Locksmith trade.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate specialized equipment and tools.

Hear and speak to exchange information.

See to perform duties.

Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.

Reaching overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch.

Climb ladders and working from heights.

Walk or stand for extended periods of time.

Exposure to chemicals, dust, dirt and oil/grease.

Regular exposure to vapors from paints and solvents.

Exposure to hot, cold, wet, humid, or windy conditions.