

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

MAINTENANCE TRADES IV (Locksmith)

POSITION: Maintenance Trades IV (Locksmith)

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

- Ability to work independently;
- Diagnose and repair locking mechanisms and associated hardware;
- Capable of disassembling and re-assembling locking mechanisms;
- Thorough knowledge of locking mechanisms;
- Operates a variety of equipment to include power tools, and hand tools;
- Capability of operating key duplicating machine;
- Assures and understands compliance and safety practices and procedures in accordance with applicable codes, regulations and requirements; and
- Maintains various records related to keying systems, facility control key indexes.

DUTIES AND RESPONSIBILITIES:

- Troubleshoots diagnoses and repairs associated door locking mechanisms, door jambs, garage doors and openers;
- Performs preventive maintenance checks of doors and locking mechanisms;
- Repairs, installs, and maintains locks on cabinets, lockers and doors; cuts keys and possess the ability to assist in changing lock combinations; cuts duplicate keys with and without patterns and guides;

- Repairs and replaces tumblers, springs and other associated lock parts; removes broken keys and or foreign objects from lockers and lock systems;
- Operates hand tools and special equipment to open key and combinations locks; disassembles and repairs padlocks and door locks;
- Ability to perform associated carpentry and metal work in conjunction with lock-smithing repairs;
- Responds to emergency key needs when requested;
- Orders parts and maintains adequate inventory; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduation from high school (GED) is desirable, four years of experience in the repair, maintenance, and service of locks and associated locking mechanisms and hardware;
- Considerable knowledge of state, local and federal codes applicable to the lock smith trade;
- Considerable knowledge of the methods, tools and equipment used in the maintenance and repair of a wide variety of locks and associated mechanisms;
- Ability to clean and repair locks, in addition the ability to perform preventive maintenance;
- Ability to re-key and master key a variety of locks;
- Ability to comply with safety rules and regulations of the trades;
- Ability to read, write, and follows both oral and written directions;
- Possession of willingness to obtain lock smith license/certification; and
- Knowledge of work management systems.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARYGRADERANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight hour employees – Range 14.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP