



Job Title: Shop Leader – Locksmiths

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 22

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to coordinate and oversee a wide variety of skilled installation, maintenance, and repair work to locking mechanisms, door closures, panic hardware, doorstops, and door hold devices.

ESSENTIAL JOB FUNCTIONS

- Supervises entry level and skilled trades workers in the absence of the assigned supervisor.
- Oversees the key system for the School District and all associated hardware.
- Instructs and trains personnel and directs the accomplishment of unusual problems and activities.
- Reviews incoming maintenance requests and work orders to determine manpower, tools, equipment, and materials requirements.
- Performs highly complex maintenance, repair, and installation work on door closures, panic hardware, manual and electronic doors, hinges, doorstops, and door hold devices; Coordinates and instructs the work of skilled trades assistants.
- Installs, repairs, and maintains manual and electronic locking systems, keys, and associated security access systems.
- Prepares duplicate keys using hand tools and specialized key cutting equipment; Re-keys locks up to and including level 6 keying systems.
- Repairs and replaces locks on safes, desks, drawers, and cabinets; Repairs and/or adjusts various gates/barriers and door closers; Hangs steel doors.
- Designs, fabricates, and installs various parts, e.g., mounts, pivots, latch guards.
- Disassembles door locks and panic hardware to repair or replace worn tumblers, springs, and other parts; Inserts new tumblers into lock to change core structure.
- Utilizes various basic and specialized tools to open locking mechanisms without appropriate keys or combinations; Changes combinations.
- Communicates with District staff to respond to safety concerns regarding equipment, building security, project completion; Assists in the evaluation of new security and locking equipment.
- Performs all work in compliance with all applicable codes, standards, and regulatory requirements.

- Operates various automobiles and transport vehicles, e.g., car, utility truck, utility van.
- Performs various administrative duties, e.g., communicates and negotiates claims and repairs with insurance companies; Estimates time and materials for repairs.
- Maintains various records and reports, e.g., job records, work orders; Inventory supply for parts, equipment, machinery, and tools; Material requests.
- Programs electronic locks and oversees the installation of hurricane shutters.
- Conforms to safety standards as prescribed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent and up to one (1) year of specialized or technical training beyond high school.
- Six (6) years of professional experience in maintenance and repair of commercial manual and electronic locking devices, door closures, panic hardware, doorstops, and door hold devices, to include experience in a senior position.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Master Certified Locksmith Certificate preferred.
- Must possess and maintain a valid Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of supervisory principles and practices.
- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to display knowledge of practices, procedures, techniques, and methods of the locksmith trade.
- Requires the ability to display knowledge of hand and power tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to act as a lead worker.
- Requires the ability to display knowledge of standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to display knowledge of operation and care of power and hand tools and specialized equipment.
- Requires the ability to display knowledge of applicable codes and regulations.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to display knowledge of basic arithmetic.
- Requires the ability to display knowledge of work with hand and power tools.
- Requires the ability to display knowledge of perform maintenance and repair tasks.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to sit, stand, and walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: grasping, hearing, mental acuity, pushing, pulling, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: