

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### LOCKSMITH

**SALARY SCHEDULE: SSP10**

**COST CENTER: SAFETY, SECURITY AND EMERGENCY MANAGEMENT (9035)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience in the installation and repair of security and lock and key equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated ability to accurately set up and operate equipment. Computer literate and have knowledge of MS-DOS. Knowledge of basic electronics. Ability to use electronic test equipment while troubleshooting electronic equipment. Knowledge and ability to install electronic security devices. Knowledge of motion detectors, photoelectric detectors and other security-related devices. Knowledge in laying out security systems and setting up grand master key systems. Ability to work as a team member. Ability to communicate with school personnel.

**REPORTS TO:**

Trade Manager, Facilities Services

#### JOB GOAL

To ensure a safe and secure school and working environment for the school children and working staff.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Perform moves and changes as requested or required for lock and key systems.
- \* (2) Perform testing on systems using the necessary test equipment.
- \* (3) Install and repair all types of door locks, mortise and panic devices, file cabinets and other locks.
- \* (4) Set up master keying systems for all District cost centers.
- \* (5) Process work requests and maintain a computer database for all keys.
- \* (6) Make keys for classrooms, storage cabinets and all School Board vehicles.
- \* (7) Work with blueprints to lay out security systems and grand master keying systems.
- \* (8) Plan, install, monitor, troubleshoot, repair and evaluate all locksmithing-related services.
- \* (9) Interpret and apply new technologies to upgraded equipment.
- \*(10) Carry out assignments to completion with little or no supervision.
- \*(11) Maintain a courteous and professional manner.
- \*(12) Maintain work area in a safe and secure manner.
- \*(13) Use positive, effective interpersonal communication skills.
- \*(14) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \*(15) Maintain confidentiality regarding school matters.
- \*(16) Participate in workshops and training sessions as required.
- \*(17) Follow department policies and procedures.
- \*(18) Keep supervisor informed of potential problems or unusual events.

**LOCKSMITH (Continued)**

- \*(19) Respond to inquiries and concerns in a timely manner.
- \*(20) Prepare all required reports and maintain all appropriate records.
- \*(21) Follow all School Board policies and department policies and procedures.
- \*(22) Exhibit interpersonal skills to work as an effective team member.
- \*(23) Demonstrate support for the School District and its goals and priorities.
- \*(24) Sustained focus and attention to detail for extended periods of time.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities