

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Maintenance Engineer - Locksmith
Job Family: Facilities Services
Department: Facilities
Typical Work Year: 12 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev. 7/1/18

SUMMARY: Responsible for installing, maintaining and repairing District security devices including cutting and fitting keys to locks, designing master key systems, changing lock and key systems, changing combinations on electrical and mechanical locks and picking and bypassing locks. Specific duties include responding to emergency security concerns, performing inspections and updating technical specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department needs.*

- | | | |
|---------|-----|---|
| D | 50% | Install, maintain and repair locks, including cutting and fitting keys to locks, designing master key systems, changing lock and key systems, changing combinations on electrical and mechanical locks and picking and bypassing locks. |
| D | 20% | Install, performs preventative maintenance, and repairs on doors/windows, door/window hardware, closers, hinges, frames, and panic bars, etc. |
| D | 5% | Install, repair and troubleshoot automatic openers. |
| W | 5% | Estimate, repair, and inspect lock-related systems for maintenance and construction projects. |
| M | 3% | Represent department management in after-hours emergency “on call” status |
| A | 5% | Perform snow removal duties during the day and in response to emergency call-in situations. |
| W | 3% | Maintain records of keys, key-holders. |
| W | 5% | Order and maintain inventory of necessary parts and supplies. |
| Ongoing | 4% | Perform other duties as assigned. |

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: 3+ years experience in locksmith services

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver’s license required. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to perform math computations needed in trade.
- Personal computer and keyboarding skills.
- Knowledge of operation and installation of locks and related systems.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to communicate, interact, and work effectively in a team environment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with hand and power tools, key machines, code cutting machines, lock picking tools and bypass devices
- Responsible for appropriate and efficient use of repair parts and tools provided by the District.
- Operating knowledge of and experience with snow removal equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Facilities

Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Work within prescribed budget. Maintain supplies, inventories, and equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of | | | |
|-------------------------------------|-----------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | | X |
| Walk | | | | X |
| Sit | | | X | |
| Use hands to finger, handle or feed | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of | | | |
|---------------------------|-----------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | X | |
| Up to 50 pounds | | | X | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of | | | |
|----------------------|-----------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | X | |
| Instruct | | X | | |
| Compute | | X | | |
| Synthesize | | X | | |
| Evaluate | | | X | |
| Interpersonal Skills | | | | X |
| Compile | | X | | |
| Negotiate | X | | | |

| WORK ENVIRONMENT: | Amount of | | | |
|---------------------------------------|------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | | X | | |
| Work near moving mechanical parts | | | X | |
| Work in high, precarious places | | X | | |
| Fumes or airborne particles | | X | | |
| Toxic or caustic chemicals | | X | | |
| Outdoor weather conditions | | | X | |
| Extreme cold (non-weather) | | X | | |
| Extreme heat (non-weather) | | X | | |
| Risk of electrical shock | | X | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | | X | | |

| VISION DEMANDS: | Required |
|---|-----------------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---------------------|-----------------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date