

**Jordan School District  
CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Facility Locksmith (W36)</b>	Job Family: 06
Department: Facility Services	Lane Placement: 8
Supervisor's Title: Director of Facility Services & Security Coord.	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>Jenele Masten</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>7/7/15</u>
Original date: <u>05/83</u> Revised: <u>01/05</u> Revised: <u>03/10</u>	Revised: <u>07/15</u>

**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services and facility security coordinator, the **Facility Locksmith** installs, adjusts, repairs and services doors, electronic doors, door locks, electronic locks, hinges, door closures and panic hardware to comply with required specifications. Work assignments include installation, repair and maintenance of locking mechanisms and hardware devices, and all aspects of building access control.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Install, adjust, repair and service manual and electronic doors, door locks, electronic locks, hinges, door closures and panic hardware to comply with required specifications.
- Repair and re-key locks on doors, office furniture, etc. Change safe combinations.
- Install, maintain and repair card access readers, electric strikes and exit devices.
- Create and maintain master key system. Maintain a record of facility keys. Operate key cutting and coding machines.
- Maintain Knox boxes for emergency personnel.
- Complete assignments in a cost efficient and timely manner.
- Locate and order parts and materials used to complete work assignments.
- Keep equipment in proper and safe working order.
- Provide support services for other trades as assigned.
- Must follow proper operating, construction and repair procedures to minimize possibility of danger and/or injury.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Shift work may be required.
- Will be called to respond to routine and emergency duties as required.
- On-call duties as assigned.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a minimum two years previous work experience with demonstrated competence as a journey-level locksmith technician. Completion of a trade specific program preferred.
- Must demonstrate competence in reading, writing and math.
- Requires skills and working knowledge at the technician level with ability to assess and resolve problems.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires ability to establish priority of work assignments.
- Requires ability to make decisions and recommendations to supervisor.
- Requires good interpersonal skills. Interacts with school and administrative personnel in completing tasks. Students are frequently close by as work is being performed.
- Requires ability to visually inspect and monitor equipment and hardware.
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Equipment and tools related to the locksmith trade and working with alarm systems, including ladders and lifts. Also uses computers and smartphones.

**Physical Requirements – Not limited to the following:**

- Occasional lifting from floor to waist up to 50 pounds and carrying up to 50 pounds.
- Occasional overhead work (up to 1 hour continuously) and kneeling (up to 15 minutes continuously).
- Frequent gripping up to 80 pounds, use of hand tools and fine motor dexterity.
- Activities may involve outdoor work in all weather conditions.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*