



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Maintenance Technician Locksmith	<b>Department:</b>	Maintenance and Operations
<b>Disaster Work Status:</b>	Considered a Disaster Service Worker and/or Essential Worker during emergency, crisis and/or pandemic		
<b>Reports to:</b>	Manager of Maintenance and Transportation	<b>FLSA Classification:</b>	Non-exempt
<b>Board Approval:</b>	June 12, 2024	<b>Work year:</b>	12 month
<b>Revision(s):</b>		<b>Salary Range</b>	76

### **DEFINITION:**

Under general Supervision, repair, replace, maintain locking systems. Responsible for District key request system, creates and duplicates keys.

### **QUALIFICATIONS:**

#### **Education:**

High school equivalent

#### **Experience:**

Three years of experience at a journey-level in the locksmith field

#### **License and/or other qualifications:**

Possession of a valid Class C California Driver's License

#### **Knowledge and Abilities:**

##### **Knowledge of:**

- Tools, materials, methods, and terminology used in the locksmith trade
- OSHA safe practices

##### **Ability to:**

- Read drawings, spreadsheets, plans and specifications related to lock and key projects
- Develop and maintain work schedules, operating logs, and records
- Use required tools and equipment skillfully and safely
- Understand and carry out oral and written directions
- Work effectively and efficiently without close supervision
- Establish and maintain cooperative relationships with those contacted in the course of work
- Read and write at the level required for successful job performance
- Order necessary materials and supplies needed for job completion
- Take direction from Lead Maintenance Technicians and Department Management

## **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Install, repair, and maintain cylindrical, level, mortise, panic, and wafer locks at District properties.
2. Create keys for cylindrical locks, cabinet locks, and padlocks using duplicating and key machines.
3. Open locks with keys or through manual processes to perform duties.
4. Rekey cylindrical lock cores used in the locks at District properties.
5. Repair or replace lock cylinders, springs, drivers, top or bottom pins, or sidebars inside of lock cylinders as needed for proper function of the cylinders.
6. Keep records of master, sub-master and door keys cut at District properties.
7. Repair and install door closers, deadbolts, panic bars, door strikes, and hinges.
8. Obtain estimates for repairs for doors, locks, and associated equipment that are not repairable.
9. Requisition, order, and store materials, supplies and machines needed to perform locksmith duties.
10. Instruct and lead unskilled assistants, as needed.
11. Perform maintenance on mullion bars as needed for proper operation.
12. Drive to District properties to perform work.
13. Design master key systems which include sub-master and single keys.
14. Additional other duties as assigned related to emergency, crisis and/or pandemic.

## **MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Perform other duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trucks, vans
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locking systems, power tools
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ramps, walkways, stairs
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power tools
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions, boiler rooms
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust, lubricants, solvents
Working at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladders
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Safety glasses, ear plugs
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking				X	
Standing				X	
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling			X		
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)				X	
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

**LIFTING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**CARRYING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.