



PITTSBURG UNIFIED SCHOOL DISTRICT

LOCKSMITH/GLAZIER

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision as directed by the Director of Maintenance, Operations and Transportation and/or designee performs skilled Locksmith/Glazier work in the repair, alterations, construction, and maintenance of buildings and equipment; and to perform all related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The majority of duties assigned to positions in this class relate to locksmith/glazier activities; however, incumbents are expected to participate in other maintenance projects as needed.

EXAMPLES OF DUTIES:

- Learns and adheres to the laws and regulations pertaining to driving District vehicles.
- Installs, repairs, and maintains locks, cylinders, bit key, and combination locks
- Repairs or replaces tumblers, springs, and other parts
- Re-keys locks and makes or cuts keys
- Sets up and codes keys and doors for new or re-keyed sites
- Installs and repairs doors, door knobs, door closures, and door holders
- Installs, repairs, removes putty, and broken glass from windows, transoms, doors, and skylights at all district sites
- Measures size of window openings, cuts and installs new glass
- Keeps manual and computer-based maintenance and other records as required
- Plans and prepares reports pertaining to assigned projects as needed
- Properly uses cleans, maintains and stores tools, equipment and devices used to perform work
- Requisitions supplies, materials, tools and equipment
- Makes recommendations to supervisor for necessary maintenance and improvements
- Assumes responsibility for conservation of time and materials on the job
- Assists other craftsperson's as needed within the same range
- Meets deadlines as assigned
- Raising / lowering designated flags
- Performs other related duties as assigned

MINIMUM REQUIREMENTS:

Knowledge Of:

- Provisions of the California Motor Vehicle Code applicable to the operation of District vehicles
- Building and safety codes, methods, materials, tools, equipment, and standard practices used in the locksmith and glazing trade
- Knowledge of various types of glass available and their proper use
- Knowledge of various types of keying systems available and their proper use.
- Safety and health regulations pertaining to the trade

LOCKSMITH/GLAZIER

Page 2

Ability To:

- Skillfully use the tools and equipment necessary in the locksmith/glazing trade
- Apply the principles and methods used in a variety of locksmith/glazier and related work
- Work from sketches, drawings, and blueprints
- Plan, estimate time, materials and costs required for work projects
- Use a computer to prepare and maintain accurate, complete and timely reports and records
- Set up and safely work from ladders, lifts and scaffolding to perform job duties
- Meet physical requirements necessary to safely and effectively perform required duties
- Use and care for tools and equipment
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work
- Follow all industry safety standards

Training & Experience:

Minimum of one year experience in skilled journey level glazing work and one year experience as a skilled journey level locksmith; or some combination of experience and training that could likely provide the desired knowledge and abilities. High school diploma or GED equivalent.

Licenses:

- Valid California Driver's License

WORKING CONDITIONS:

- Stand, stoop, walk, climb, twist, kneel, and crawl for extended periods of time
- Lift and carry 60 pounds
- Adequate hearing to talk on the telephone/radio and safely communicate in the working environment
- Adequate sight or corrected vision for the purpose of reading laws, codes, rules, policies, blueprints, specifications, and other printed matter

TERMS OF EMPLOYMENT:

Work Year: 260 Days
Salary: Classified - Range 45 (Reclassification May 8, 2019)
Revised: January 14, 2015 / Updated May 25, 2022
Revised and Board Approved: June 8, 2022