

Job Description

San Ramon Valley Unified School District

Lead Maintenance Locksmith

Purpose Statement

The purpose of the Lead Maintenance Locksmith is to support the educational process by leading and performing specialized locksmith services for District facilities, structures, and vehicles; overseeing the installation, programming, repair, maintenance, and upgrade of manual and electronic locking systems; managing and maintaining District master key systems and access control systems; identifying repair, replacement, and security improvement needs; coordinating and prioritizing locksmith-related projects in accordance with trade standards and District safety requirements; providing technical guidance and training to maintenance staff; and collaborating with other skilled trades and departments to ensure safe, secure, and efficient District operations.

This job reports to Assigned Supervisor

Essential Functions

- Assigns, programs, and manages employee access credentials, (e.g.: access fobs, iButtons, photo identification badges, etc) through the access control systems and ensure appropriate access authorization and adherence to District security protocols.
- Monitors, troubleshoots, diagnoses, installs, repairs, and services all locking systems (e.g., key and electronic systems) for the purpose of ensuring immediate repair, maintaining system functionality, identifying repair and replacement needs, and maintaining safe and secure District vehicles, structures, and facilities.
- Installs exit/panic devices, cabinet locks, sliding doors, door closers, hinges, and other door hardware for the purpose of ensuring their safe working condition.
- Helps develop and maintain key control systems for the purpose of addressing District needs and ensuring the safety and security of District vehicles, structures and facilities.
- Analyzes and interprets blue prints, construction plans, diagrams, sketches, building specifications, hardware schedules, electronic reports, technical manuals and specifications for the purpose of performing assigned duties.
- Confers with immediate supervisor regarding the coordination of day to day maintenance activities for the purpose of ensuring the proper maintenance and repair of District buildings and facilities.
- Coordinates with stakeholders for the purpose of completing projects and work orders efficiently.
- Estimates time, materials and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Manages and maintains a variety of work-related documents for the purpose of accurate record keeping and communication with district staff.

- Maintains a variety of work-related items for the purpose of ensuring availability and functionality in safe operating condition.
- Participates in meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items needed to complete projects.
- Programs, manages, and administers electronic security software and hardware systems for the purpose of ensuring secure, reliable, and efficient operation of District facilities and access control systems.
- Researches work-related topics and attends training seminars for the purpose of gathering information and making recommendations.
- Responds to a wide variety of inquiries for the purpose of providing information and making recommendations.
- Assists in training Maintenance Workers as needed for the purpose of developing their professional and safety awareness.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; basic record-keeping techniques; ordering procedures; the operation, maintenance and repair of equipment and tools used in the trade; proper use of hand tools and power equipment; estimating time and material required for work project; operating standard office equipment; utilizing pertinent software applications; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, principles, concepts, materials, parts, tools, equipment, and procedures used in trade; building codes, policies, regulations, and guidelines pertaining to typical school; key code system; operates and maintains specialized tools; and oral and written English communication skills.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with detailed information; reading and using equipment manuals to diagnose problems and initiate repairs; reading, interpreting and following blueprints, building plans, sketches, shop drawing, and diagrams; establishing and maintaining effective working relations; and understanding and following oral and written directions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Journey level experience within the trade is required.

Education (Minimum): High school diploma or equivalent. Targeted, job related education within the trade.

Equivalency: Journey-level locksmith.

Required Testing

None Required

Certificates and Licenses

Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 12

Revised Date

June 16, 2026