

CHICO UNIFIED SCHOOL DISTRICT
SENIOR MAINTENANCE WORKER – LOCKSMITH

DEFINITION

Under direction, to perform a variety of skilled maintenance and repair work in the areas of locks and keys, major appliance repair, clock and fire alarms, door closures and other related areas.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a full range of skilled maintenance in the areas of locks and keys, major appliance, clock and fire alarms, door closures and related areas.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Perform locksmith duties; install and remove locks, panic hardware, door closure and other door hardware; disassemble, reassemble, adjust and replace door locks, cabinet locks, padlocks and panic hardware; install, disassemble, reassemble, adjust and repair door closer; lubricate, weld and pick locks as needed.
- Cut and file keys; maintain records of all keys; maintain duplicate keys in locked cabinets.
- Repair and maintain clock and fire alarm systems; program school schedule "bell schedule" on master clock at each school site; adjust master clocks and secondary clocks to correct time; repair, adjust, lubricate, remove and replace class room signals, switches, fuses and other components of a school master clock or fire alarm system.
- Read and interpret blueprints and schematics.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate heavy equipment when required; operate light trucks, trailers, or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including boring jig, template, electric drill, wood chisels, screwdrivers, pliers, hammers, lock picks, tweezers, wrenches, files, plug followers, calipers, key gauges and key cutting and duplicating machines.
- Clean work areas at sites and at shop; clean and maintain tools and other equipment.
- Follow preventative maintenance schedules where appropriate.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Practices, methods, techniques, materials, tools and equipment used in the maintenance and repair of locks, keys, major appliances, clocks, alarm systems and related areas at the journey level;
- Laws, codes and regulations pertaining to assigned areas;
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work;
- Terminology used in maintenance and repair work;
- Basic mathematical principles;
- Safe driving principles and practices.

Skill to:

- Operate a wide variety of hand and power tools and power equipment required for assigned trades work in a safe and effective manner;
- Operate a motor vehicle safely.

Ability to:

- Perform a full range of skilled lock repair and related maintenance and repair duties under minimal supervision;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned areas;
- Maintain and repair building systems;
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics;
- Evaluate new products and recommend usage;
- Estimate time, materials and equipment required for assigned jobs;
- Plan and organize work to meet schedules and deadlines;
- Prepare and maintain accurate and complete records;
- Understand and follow oral and written instructions;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four (4) years of lock repair and related building trades experience.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by completion of a formal apprenticeship program.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Insurability by the District's liability insurance carrier.
- When driving personal vehicle, in the execution of job duties, employee must possess and maintain proof of current automobile insurance.
- Travel to multiple worksites and locations, as needed.
- Must be at least 21 years of age.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.