



This is a description of the primary responsibilities, functions, and requirements of this assignment and is therefore not considered to be a comprehensive statement of every responsibility, duty, or task that may be performed. Employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities. Individual work assignments may vary by supervisor or department.

## **JOB DESCRIPTION**

**ASSIGNMENT TITLE:**

Locksmith

**DEPARTMENT:**

School Operations and Maintenance

**EMPLOYMENT TERM:**

12 Months

**GRADE:**

H-13

**REPORTS TO:** Maintenance Supervisor

**SUPERVISES:** None

### **JOB SUMMARY**

Responsible for ensuring the proper operation of all locks in Hampton City Schools facilities by maintaining and upgrading all locks, keys, and door hardware.

### **ESSENTIAL DUTIES**

1. Cuts keys.
2. Completes work orders by installing and replacing locks, hinges, door hardware, and door closures. Re-keys locks as needed.
3. Removes foreign objects from keyways.
4. Maintains a secure master key system for Hampton City Schools.
5. Coordinates lock installations/modifications with contractors as required.

### **JOB SPECIFICATIONS**

**Education**

High school diploma or equivalent.

**License**

Valid driver's license.

**Experience**

5 years commercial locksmith experience.

**Essential Technical/Motor Skills**

Ability to manipulate controls necessary to safely drive and operate a motor vehicle to include foot pedals, steering wheel, etc. Ability to operate basic hand tools, drills, grinders, saws, key machine, and code machine.

**Interpersonal Skills**

Ability to positively interact and communicate effectively, both orally and in writing, with Hampton City Schools employees.

**Essential Physical Requirements**

Ability to sit or stand for long periods of time. Ability to travel to and from Hampton City Schools facilities. Light lifting up to 25 lbs. in order to carry hardware and tools. Standing, twisting, turning, pushing, pulling, bending, crawling, crouching, stooping, kneeling, and climbing stairs or ladders may be required while inspecting locks.

**Essential Cognitive Skills**

Ability to problem solve. Working knowledge of building and fire codes.

**Essential Sensory Requirements**

Ability to visually assess lock conditions in order to process work orders for repairs.

**Working Conditions**

Exposure to noisy conditions while working with tools. Exposure to all weather conditions while working outdoors near trailers and portable classrooms. Exposure to chemicals, solvents, and other hazardous materials.

<b>DATES</b>		
<b>Created:</b> December 2012	<b>Last Reviewed:</b>	<b>Last Modified:</b>