



JOB DESCRIPTION **Hardware/Locksmith - Maintenance**

JOB DESCRIPTION:

The Hardware/Locksmith under the general supervision of the Maintenance Director and the immediate direction of the Maintenance Supervisor, provides the locksmith function for the district and manages the Best Keying Program.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Valid Texas driver's license, insurable with Judson ISD insurance carrier, and a good driving record
- Experience working with window/door hardware and various building locking devices
- State of Texas Locksmith license preferred but not required

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required
- Must have computer skills to include Microsoft word and Excel

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of hand and power tools, their state operation, capabilities and limitations
- Ability to read and comply with construction drawings and locking device schedules
- Ability to work alone or with limited supervision
- Effective planning and organization skills

DUTIES AND RESPONSIBILITIES:

1. Compiles with District Board Policy and safety procedures.
2. Repairs district locking devices on office equipment.
3. Maintains a working knowledge of installed hardware on doors and windows in the district.
4. Combines cores, cut keys and maintains records for the Best Locking System for the district.
5. Provides hardware layouts for new and repair projects.
6. Prepares initial purchasing documents to construct, repair or replace locking hardware.
7. Responsible for the proper maintenance of all assigned tools and equipment.
8. Keeps all materials stored in a neat and orderly manner, and maintains appropriate records of same.
9. Maintains a clean and safe working area.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Requires concentration (i.e. detailed work), communicating (verbal and written), interpretive skills policy, procedures, and data, reasoning skills (understanding intercross of keyways), understanding verbal and written instructions,, analyzing each situation and develop a solution, memorizing combination and ADA requirements, reading skills, coordinating job installation, computing data records of systems, instructions proper use of systems, and maintain emotional control under stress.

PHYSICAL DEMANDS: Lifting/carrying moderate weight (15-44 pounds), sitting, walking relative long distances; climbing stairs, ladders, and ramps; balancing, stooping, kneeling, crouching, pulling, pushing, reaching, using repetitive hand motion, speaking, using visual acuity consistently, drive vehicle and traveling within district often. Able to work inside and outside in extreme temperatures, humidity extremes, vibration, slippery and uneven surfaces, biological exposure (i.e. insects, molds, fungi, bacteria, plants), chemical exposure (asbestos, fumes, vapors, gases, dust, smoke), sunlight exposure, works around moving objects and/or vehicle, works around electrical power supplies; works around moving parts; works.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Tools and equipment related to the locksmith functions

Manual Trades Pay Grade: 5

Days: 260

Wage/Hour Status: Nonexempt

Updated: March 5, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.