

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Maintenance 3
Locksmith

IMMEDIATE SUPERVISOR Facilities Coordinator

GENERAL DUTIES

Perform highly skilled maintenance assignments requiring application in the field of locksmithing trade. May direct the work of other maintenance personnel.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. At least four years of training and experience in locksmithing (journeyman level)
- C. Thorough understanding and experience using the MasterKey system
- D. Thorough understanding and knowledge of bitting, reading keys, cutting keys, and duplicating keys
- E. Ability to diagnose and repair all types of door hardware including locksets
- F. Ability to understand and follow oral and written directions, blueprints, diagrams, and other related information
- G. Thorough knowledge and understanding of Americans with Disabilities Act requirements
- H. Hold a valid Oregon driver's license
- I. Ability to work without close supervision
- J. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- K. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Perform skilled locksmithing work involving installation and repair of all types of locksets, padlocks and various other types of locks
- B. Installation and repair all types of door hardware including door closers, emergency exit devices, hinges, and door frames
- C. Ensure that Americans with Disabilities Act requirements are being met
- D. Install, maintain and repair mechanical equipment in accordance with diagrams, sketches, operation manuals, and manufacturers' specifications
- E. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: Power tools, tool box, parts or supplies, lumber, pipe, fixtures, etc.

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Maintenance and Trades Pay Schedule

Pay Grade: E

Last Revised: May 2011