



# Gaston County Schools

## Locksmith

### Definition

The employee is required to perform a variety of skilled work in the repair, maintenance, and installation of locks, door closers, exit devices, door frames, doors, electro-magnetic devices, lockable cabinets, and other furniture. Also makes keys and addresses concerns at the field level concerning locks, door hardware, keys, and participates in the monitoring of new construction and renovation warranty related items. Employee must possess the knowledge and ability to review construction documents relating to keying and master keying systems. Skilled work at a journeyman level as a locksmith in installing, repairing, rebuilding, and servicing mechanical or electrical locking devices.

### Distinguishing Features of the Class

Employees in this class perform independent tasks at a skilled and journeyman level in assigned maintenance functions as a locksmith/carpenter. Work is supervised by a maintenance mechanic supervisor and is reviewed through inspections, observations, review of work orders, and completed projects and tasks.

### Duties and Responsibilities

- Performs general locksmith/carpentry work in the install and repairing of locks, doors, and hardware.
- Repairs or replaces various types of door and cabinet locks and door hardware, including but not limited to replacing pins, springs, tumblers, and other parts.
- Maintains master key records and duplicate key files; cuts new or duplicate keys.
- Analyzes key schedules and blueprints to assist and ensure new construction projects are correct and formulate warranty inspections.
- Emergency responds to repair vandalized and nonfunctioning locks and hardware.
- Follows safety rules and regulations in performing the skilled tasks.
- Operates required equipment, power tools, hand tools, and motor vehicles to accomplish the assigned tasks.
- Follows work orders assigned; completes paperwork when tasks are accomplished.

### Additional Duties and Tasks

- Assists in mass moving efforts to prepare buildings and facilities for school opening.
- Provides support to other trades and work groups as needed.
- Performs other related duties as assigned.

### Knowledge, Skills and Abilities

- Considerable knowledge of the principles and practices of the locksmith trade.
- Skilled in cutting key blanks to duplicate keys.
- Skill in making precise adjustments to parts of locks and hardware.
- Ability to read and work from blueprints, drawings, and sketches.
- Ability to make accurate mathematical calculations.
- Ability to follow oral and written instructions.
- Ability to communicate effectively with school administrators and staff, supervisors, students, employees, and the general public.
- Ability to operate vehicles safely.



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- Ability to maintain routine records.
- Ability to perform skilled lock repairs.
- Ability to key lock cylinders to a master system.
- Ability to determine if locks can be repaired or need to be replaced.
- Knowledge of all Federal, State, and local Life Safety, American Disability Act, Building and Fire Codes.
- Knowledge of the operations of locksmith tools and equipment.
- Ability to prepare a key box and maintain records for each assigned GCS facility.
- Ability to understand and use proficiently locksmith related computer hardware.
- Ability to compile and monitor the progress of punch lists on new construction. Ability to maintain Locksmith license as required by the State of North Carolina.
- Working knowledge of the standard practices and methods of the carpentry trade.
- Working knowledge of tools and materials used in repairing and construction wooden articles.
- Skilled in the use of carpenter's hand tools and woodworking machines.

## Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift objects. Ability to exercise the physical strength necessary to perform job tasks. Ability to work off ladders and scaffolds.
- Must possess the visual acuity to operate required equipment and motor vehicles, use measurement devices, and inspect work for accuracy, thoroughness, and adherence to work standards and instructions.
- Work is subject to inside and outside environmental conditions, extreme temperatures, noise; hazards associated with maintenance and equipment operations.

## Desirable Education and Experience

- Graduation from high school and three to five years of work experience related to the work assignment, or an equivalent combination of education and experience.
- Specialized/technical training or some college courses (type(s) of courses: Locksmith, hardware courses or certifications.

## Special Requirements

- Employee must possess and maintain a valid driver's license.
- Some occasional overtime may be required.
- Some occasional weekend work may be required.
- Provides support to other trades and work groups as needed in the operation of Gaston County Schools.
- Some occasional emergency response work may be required.



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### Certification/Licensure Compensation – not to exceed twelve percent (12%)

- This position may be eligible for up to a 12% increase for a NC Locksmith license.

**Reports to:** Manager of Buildings and Grounds

**Salary:** Entry Level, Grade 62, Step 00

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

***If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.***

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### **HOW TO APPLY:**

#### Outside Applicants:

Visit Gaston County Schools website at [www.gaston.k12.nc.us](http://www.gaston.k12.nc.us)

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

#### **The following documents must be uploaded to online application:**

- Updated résumé
- Three completed current Reference Surveys (from non Gaston County Schools employees) in Applitrack application or three written letters of recommendation or a combination of the two
- Certifications/Licenses

**Qualified inside and outside applicants should mail or email letter of interest and résumé to:**

Harry Irby  
Director of Facilities  
PO Box 1397  
Gastonia NC 28053  
Email: [hmirby@gaston.k12.nc.us](mailto:hmirby@gaston.k12.nc.us)