AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**MECHANIC LOCKSMITH AND HARDWARE REPAIR**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 9**	DUTY DAYS:	**260**	DATE REVISED:	**04/01/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

Three (3) years of related experience with knowledge in a specialized field as a locksmith is required. A valid Texas Driver's License is required and must be in possession at all times when operating an AISD vehicle. Education and certification requirements are not specified.

SKILL REQUIREMENTS:

This position requires incumbent to have a thorough knowledge of locksmith techniques and use of all tools of the trade. Incumbent should have knowledge of metals and lubricants used on different types of hardware. Incumbent must be able to follow written and verbal instruction and work independently. The ability to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, customers, fellow employees, management, school staff, and administrators is

JOB PURPOSE AND RESPONSIBILITY:

This position maintains building hardware in good working order and keeps locks workable so that buildings will be secure.

ESSENTIAL FUNCTIONS:

- Make keys, rekey cylinders, and remove broken keys or objects from cylinders.
- Repair or replace door closers, locks, knobs, keepers, panic devices, and door butts.
- Install door closers, adjust door handles, and lubricate hardware.
- Receive and complete work orders. Respond to emergency calls as needed.
- Maintain accurate records on material and labor used.
- Inspect jobs upon completion and ensure areas are clean and excess materials are removed as needed.
- Maintain inventory of district-owned tools, equipment, and materials.
- Work with building principals and supervisors to schedule and complete projects.
- Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition.
- Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

- Follow established procedures for locking, checking, and safeguarding facilities.
- Follow district safety protocols and emergency procedures.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Standard locksmith equipment including small hand tools, power tools, and measuring instruments; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent may directly supervise a Maintenance Apprentice in this craft. Incumbent will not provide guidance or consultation outside of Maintenance and Operations staff.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	