LOCKSMITH

QUALIFICATIONS

Ability to install, reset, and repair various types of locks as used in the Jackson Public Schools
Requires basic computer skills and must have knowledge of keyless entry application
Valid Mississippi motor vehicle operator’s license
Must be insurable by district insurance carrier

REPORTS TO

Carpentry Supervisor

SUPERVISES

NA

JOB GOAL

To insure that all facilities and locks are constructed and maintained in a manner consistent with the highest standards of efficiency, security, safety, economy, and quality

ESSENTIAL FUNCTIONS

Installs and sets locks
Repairs broken locks including replacing broken parts
Resets various types of locks
Sets locks on three different key settings
Installs and repairs door panic bars.
Repairs and adjust doors for closing which are equipped with security devices
Orders replacement parts for locks, doors, keys, panic bars and door closures
Cuts keys and adjusts key machine
Performs other related duties as requested or assigned.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.
**Salary Information**

- **Classification:** Locksmith
- **Scale:** Classified
- **Grade:** E
- **Days Employed:** 258 per school year
- **Range:** $11.85–$19.05 per hour
- **Beginning Salary:** $11.85 per hour

Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.

- **Overtime:** Non-exempt

**Codes**

- **MS Personnel/Accreditation Data:** 751027 (Maintenance Worker)
- **JPSD Job Position Title:** N5608