

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

**September 17, 2021**

**LOCKSMITH  
Facilities Management  
Grade 10 (\$26.48 per hour)  
12-Month, Full Time**

## **Scope of Responsibilities**

The Locksmith shall attempt to maintain all locks, systems, and panic bars. Maintain good appearance and safety at all school district buildings.

## **Performance Responsibilities**

1. Repair and install locks.
2. Repair and install panic bars.
3. Repair and install door closers.
4. Make keys as required.
5. Keep hallway gates in good repair.
6. Install thresholds.
7. Perform general maintenance on doors and door hardware.
8. Install new doors and frames.
9. Re-key locks for security purposes.
10. Keep accurate and up-to-date records of all keys and locks.
11. Repair and reset safe combinations.
12. Set up master key systems.
13. Other related work as assigned.

## **Minimum Qualifications**

1. High school diploma or equivalent.
2. Experience with both door and lock maintenance.
2. Experience in large master key systems.
3. Experience in maintenance or building trades.
4. Ability to work from a ladder or scaffolding.
5. Familiarity with tools and materials of the trade.
6. Ability to adapt in emergencies.

7. Good work and attendance record.
8. Willingness to work overtime as required at any time in emergencies.
9. Ability to handle physical requirements of the job: bending, lifting up to 100 pounds, pushing, pulling, climbing, and reaching.

### **Desirable Qualifications**

1. Ability to work effectively around students and building staff.
2. Sincere interest in carpentry-related work.
3. Be a neat, conscientious self-starter.

**Interested and qualified candidates should apply online at [www.kpsjob.com](http://www.kpsjob.com).**

**This position will remain posted until filled.**

**Kalamazoo Public Schools is an Equal Opportunity Employer.**