



**Position:** Maintenance

**Assignment:** Maintenance Locksmith

**Wage/Hour Status:** Non-Exempt

**Reports to:** General Maintenance Lead

**Pay Grade:** AX552/260 days

**Dept./School:** Facility Services

**Date Revised:** Spring 2024

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**Primary Purpose:**

Under general supervision, provide a safe and secure learning environment through proper care and maintenance of all locking devices and responsible key management program.

**Qualifications:**

**Minimum Education/Certification:**

- High School Diploma/GED
- Valid Texas Driver License
- Locksmith Certification Preferred
- Driving record that meets the requirements of the district's insurance carrier

**Special Knowledge/Skills/Experience:**

- Three years' experience in working with different types of locks systems
- Working knowledge of locking systems.
- Working knowledge of door closers and panic devices
- Working knowledge of electrical system for keyless entry systems, keyed switches, and low voltage items
- Working knowledge of Small Format Interchangeable Core (SFIC)
- The ability to install, re-key, and repair locks of various types in wood or metal doors, cylinder servicing, lockset servicing
- Cabinet, furniture and mailbox locks, key duplication, key blank identification, locker locks
- Perform work in compliance with the requirements of national fire codes, ADA requirements, national building codes.
- Computer skills
- Possess a positive attitude.
- Codes and Code Equipment; HPC Code Books

**Major Responsibilities and Duties:**

- Perform locksmith duties necessary to maintain building locking systems, and security
- Adjust, repair, replace or install locks, doors, and exit devices as needed.
- Coordinate work with the Locksmith Coordinator for uniformity throughout the district
- Maintain key logs for all buildings and employees
- Determine keys to be issued
- Assist with locking systems install for all new buildings and additions.
- Assist Locksmith Coordinator with reviews of plans and specs for new building hardware to ensure compliance with District standards

- Other duties as assigned

**Mental Demands/Physical Demands/Environmental Factors:**

- Power equipment, shop tools, key machine, hand tools, safety equipment, other locksmith trade equipment, personal computer and other general office equipment, district truck or van
- Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions
- Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving
- Heavy lifting and carrying (50 pounds and over) on a daily basis
- Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and fumes, noise, vibration, and electrical hazards; work around gas lines; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel
- Maintain emotional control under stress

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name