

Locksmith

QUALIFICATIONS:

1. Must have a High School Degree or GED equivalent.
2. 3 years locksmithing experience or associates vocational degree.
3. Ability to communicate well, both orally and written.
4. Ability to establish and maintain cooperative working relationships with others in the course of work.
5. Computer literate.
6. Good physical condition; i.e. able to stand, lift and stoop for long periods of time and work in poor conditions including heat, cold, rain or snow.
7. Must possess a Motor Vehicle License with the ability to be insured.
8. Other requirements as outlined by the Board and by Administration.

REPORTS TO: Director of Central Operations and Maintenance

JOB GOAL: To repair and maintain all doors, windows, locks, keys, etc. for the school district.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Sees that all assigned equipment is accounted for and not abused.
2. Ensures that economical, effective use is made of the tools and materials purchased for the locksmithing department.
3. Make sure that all work is done in an efficient, effective manner.
4. Maintains and verifies for accuracy, key inventory and centralized keyholder information.
5. Reports the repairs and maintenance needs of items in the locksmithing area.
6. Assists in the preparation of orders, checks the quantity and quality of all parts and materials received, and reports any deviations of said items.
7. Performs other tasks, as assigned by the Director of Central Operations and Maintenance; as designated by the Superintendent.
8. Demonstrates prompt and regular attendance.
9. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

TERMS OF EMPLOYMENT: As determined by the Board of Trustees. This is an “at-will” position reporting 235 days per year.

EVALUATION: Annually