

Locksmith

FLSA Status: Non-Exempt

Pay Grade: 11

Job Title ID: 163001

Job Series/Job Family: Business Services Series / Environmental Health & Safety Family

Reports To

Director, Security Management

Job Purpose

Responsible for performing skilled locksmith work in the repair, alteration, installation and keying of locks on all doors (interior and exterior); resolving immediate operational and/or safety concerns; maintains ACC keying system, maintaining a preventive maintenance program; and assisting other skilled trades.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Cuts and stamps new or duplicate keys.
2. Repairs various items, systems and/or components (e.g. locks, worn tumblers, shortens tumblers, springs, changes combinations, existing hardware, etc.) for the purpose of ensuring that items are available and in safe working condition.
3. Inspects facilities, systems and their components for the purpose of ensuring safety, identifying necessary repairs and providing an ongoing program of preventive maintenance.
4. Fabricates unique locks and locking devices for the purpose of meeting the specialized security needs within the district.
5. Performs minor repair or modifications to door and/or frame for the purpose of ensuring proper closing and security.
6. Re-keys locks for the purpose of ensuring security of all ACC facilities.
7. Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
8. Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
9. Prepares documentation in a variety of written and electronic formats (e.g. daily paperwork/log, time and materials, key and material records, key inventory, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
10. Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
11. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
12. Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
13. Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
14. Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities (i.e. coordination with electricians or security).
15. Attends meetings, workshops, training, and seminars for the purpose of conveying and/or gathering

information required to perform job functions.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Familiarity with methods, materials and equipment used in locks.
- Familiarity with types and uses of available locks.
- Operation of punch type key cutting machines.
- Operation of key duplication machines.
- Interpreting blueprints.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effective communication and interpersonal skills, including tact and diplomacy.
- Effective organization and planning skills.
- Ability to communicate in a concise and effective manner.
- Ability to understand and follow instructions precisely.
- Ability to work independently.
- Mechanical aptitude.
- Safely drive an ACC vehicle.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office equipment.

Physical Requirements

Required

- Ability to hear horn and/or warning devices at a distance of 30 yards.
- Lifting up to 35 pounds.
- Perform tasks requiring bending, stooping, kneeling, standing and walking significant distances.
- Visual ability (uncorrected or corrected) to observe and detect signs of dangerous obstacles at a distance of 30 yards and to verify written information at a close range.
- Work from ladders and scaffolds or at heights above 30 feet.
- Work is performed within extreme temperature ranges.

Work Experience

Required

- Approved locksmith apprenticeship program, and three years of responsible locksmith experience.

Education

Required

- High School diploma or educational equivalent.

Licenses/Certifications

Required

- Valid Texas driver's license.
- Valid DPS Security/Locksmith Individual Registration.

Other

Preferred

- Experience with Falcon, IngersollRand lock systems, keyways, and hardware.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.