

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Locksmith

JOB CODE: 6018

Temp: 6044

DEPARTMENT: Facilities Operations, Maintenance SCHEDULE: HO, H1 DATE: 2/23/2016

BASIC OBJECTIVES

The Locksmith (Journeyman) will work independently under the guidance of a Foreperson or other supervisory personnel and in accordance with the standard practices of the locksmith trade. Journeyman level work includes, but is not limited to:

- Installing, retrofitting, maintaining, and repairing lock systems and other associated types of hardware;
- Uses knowledge and experience of the trade to determine a method or to devise a means to accomplish the assigned job; and
- Interpreting technical data from sketches, blueprints, schematics and service manuals.

JOB TASK/RESPONSIBILITIES

1. Performs tasks by using the standard tools, materials, codes, methods and safe practices of the locksmith trade.
2. Oversees use of and operates power driven and manually operated equipment and tools.
3. Installs, maintains, repairs, adjusts locks and other hardware in prepared wood and metal surfaces, ie; panic devices, cylindrical locksets, door closers, door pulls, etc., as well as combination lock systems installed in vaults and floor safes.
4. Uses picks and other tools needed to gain access.
5. Determines materials and equipment required; oversees their use, security and disposition.
6. Maintains records regarding materials, equipment and job assignments.
7. Directs work of assigned staff.
8. Ensures that assignments are completed in conformance with instructions and applicable codes in a timely and cost effective manner.
9. Stays current with codes and technological methods and advances of this trade.

10. May operate M-DCPS or personal vehicle for functions outlined in job description and to locations specified by work orders or as otherwise directed.
11. Assigned new key bitings to different locking hardware as part of a Grand Master Key system and update/maintain school and shop records.
12. Performs other related tasks as instructed.

PHYSICAL REQUIREMENTS

This is medium level work which requires the following physical activities: climbing, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The worker is exposed to noise, vibrations, hazards, atmospheric conditions and oils. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Written evidence of graduation from high school or equivalent.
2. Ability to read, write and understand oral and written instructions.
3. Acceptable written evidence of a minimum of four (4) years of diversified experience in the locksmith trade, including either two (2) years' experience as a journeyman or successful completion of an acceptable formal training program.
4. Successful completion of the applicable trade M-DCPS skills test (6018).
5. Possession of a valid Florida Class E driver's license.
6. Satisfactory completion of physical examination prior to hire date.

Prior revision date (s) 03/05/93, 05/28/99, 12/11/00, 08/22/06, 12/08/15