



## City of St. Charles School District

### **SKILLED MAINTENANCE LOCKSMITH**

Reports to: Director of Facilities/Assistant Superintendent Business  
Classification: Classified  
FLSA Status: Non-Exempt  
Terms of Employment: 254 days PM Shift which includes 8 paid holidays according to Board Policy.  
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy  
Compensation: Reviewed and established annually by the Board of Education

#### **JOB SUMMARY:**

This position helps to maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned.**

- Submit craft orders for supplies needed for assigned projects
- Have a working knowledge of the work order system
- Install, repair and maintain all locks, closures, electronic lock devices (ADA), hardware, keys, fobs, etc. on district buildings, cabinets, etc. the assignment and issuance of keys will be coordinated with the Facilities Department.
- Working knowledge of lock manipulation (i.e., opening locks).
- Working knowledge of key cutting equipment.
- Working knowledge of combining/pinning district locks and installation as needed.
- Design and maintain master key system and key access control procedures
- Perform preventative maintenance program on interior and exterior carpentry
- Follow-up on contracted services and provide information when necessary to outside contractors.
- Collaborate with facilities Manager on issues involving environmental and safety hazards
- Prepare material list for assigned projects
- Provide information for costing of jobs
- Participate in district sponsored learning opportunities and complete all required training on time.
- Maintain punctuality and regular attendance.
- Attends/Completes District PD and training.
- All other duties as assigned

**SUPERVISORY RESPONSIBILITIES:**

Not Applicable.

**QUALIFICATIONS AND REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or equivalent preferred.
- Minimum of 1-year experience in Locksmith or related experience.
- Demonstrated proficiency through previous job experience and/or training in related field.
- Possess and maintain a valid Missouri Class E Driver's License.

**COMMUNICATION SKILLS:**

- Ability to write reports and complete work orders consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, divide, multiply, and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with district requirements and School Board Policies.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, climb, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move at least 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Skilled Maintenance –Locksmith  
SY 2021-2022  
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