



LOCKSMITH

Job Overview

The job of Locksmith was established for the purpose of providing locksmith services with specific responsibility for the repair, alteration, installation and keying of locks on buildings, equipment, lockers and vehicles; door and door hardware; resolving immediate operational and safety concerns; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to the Access Control Manager.

Job Functions

- Coordinates with assigned foreman and/or other trades for the purpose of completing projects and work orders efficiently.
- Cuts new or duplicate keys (e.g. building and vehicle keys, file cabinets, desks, cabinets, intrusion alarms, lost or stolen locks/keys, etc.) for the purpose of providing the county with a master key system and ensuring security of its facilities.
- Diagnoses causes of problems and/or failures in security systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Fabricates unique locks and locking devices for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs locking systems (both manual and electronic) (e.g. doors, door hardware, closures, panic hardware, changes lock combinations, security bolts, etc.) for the purpose of maintaining a safe and secure facility.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Re-Keys locks and changes combinations for the purpose of ensuring security.
- Repairs a variety of items, systems and/or components (e.g. locks, worn tumblers, shortens tumblers, springs, changes combinations, exist hardware, etc.) for the purpose of ensuring a safe working condition
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and repair.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in trades, power and hand tools, etc.; adhering to safety practices; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, materials and equipment used in locks (manual and electronic); types and uses of available locks; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; displaying mechanical aptitude; and complying with OSHA/TOSHA regulations.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Qualifications

Minimum experience: Job related experience is required.

Minimum education: High School diploma or equivalent.

Required Testing:
Alcohol and Drug Test

Required Certificates and/or Licenses:
Successful completion of training in web-based software for creating and maintaining electronic lock inventory & credentialing.
Valid Tennessee Driver's License & Evidence of Insurability.

FLSA Status:
Non-exempt

Continuing Education/Training:
None Specified

Clearances:
Criminal Justice Fingerprint/Background Clearance

Employee Type:
Classified

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