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| Position: Locksmith/Warehouse | Position Number: |
| Department: Maintenance | FLSA: Non-exempt |
| Reports to: Director, Facilities and Operations | Salary Grade: 114 |

Summary

Under the direction of the Director, Facilities and Operations, provides journey-level work as a locksmith for the District. Maintains records and performs maintenance, adjustment and changing of keyed and combination locks. Provides assistance with warehouse operations including inventory, replenishment, and delivery. Incumbent may be required to travel to any of the campuses or instructional sites within the District.

Essential Duties and Responsibilities

- Inspect, maintain, install and repair locks for the District.
- Dismantle and rebuild various types of locks, change lock combinations and parts, re-key locks, and change safe combinations.
- Maintain records of keys and keys distribution using appropriate software programs.
- Recommends proper methods and procedures for security of district facilities.
- May install, troubleshoot, and repair electronically sequenced locks.
- Respond to key/lock related emergencies through-out the district.
- Provides support in the warehouse for storekeeping of goods, materials, supplies and equipment.
- Plans, schedules and performs routine and special deliveries of supplies, materials, equipment and mail.
- Operates warehouse equipment and vehicles including trucks, forklifts, and pallet jacks.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

Knowledge of:

- Principles, practices, methods, techniques, materials, tools, equipment, layouts and

- set-ups used at a journey-level in the locksmith trade.
- Applicable codes and regulations related to the locksmith trade.
- Appropriate safety precautions, procedures and methods.
- General inventory and warehouse operations.

Skill to:

- Convey information and communicate with others both orally and in writing.
- Disassemble, maintain, and repair locks, padlocks, safes and door locks.
- Duplicate keys using key cutting machine.
- Use computer to maintain both lock and materials inventory.

Abilities

Requires ability to perform the essential duties of the position at a journey level with minimal supervision. Must be able to use and maintain all tools and equipment used during routine performance of duties. Requires the ability to organize and prioritize projects and work schedules. Requires the ability to use software related to job duties. Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to understand and follow oral and written instructions, maintain routine records and interpret policies and procedures relevant to the position. Requires the ability to work variable schedules and travel to other sites to complete projects and support special events.

Physical Abilities

Requires the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10 – 50 pounds on a sustained basis. Ability to climb (e.g. ladders), stoop, kneel and crouch on a regular basis. Requires hand-eye coordination sufficient to dismantle and repair lock systems, set new combinations, and operate hand and power tools. Requires visual acuity sufficient to operate motor vehicles, and read numbers and words.

Education and Experience

High School diploma or the equivalent. Two years experience in the locksmith trade. Ability to obtain a professional locksmith diploma or the equivalent within the first 6 months of employment.

Licenses and Certificates

- Valid California Driver's license – DMV record required.
- Must be able to obtain forklift operators certificate within the first 6 months of employment.