

**JEFFERSON COUNTY SCHOOLS  
Job Description**

- POSITION:** Locksmith
- IMMEDIATE SUPERVISOR:** Coordinator of Maintenance and Facilities Planning; Assistant Superintendent of Construction, Maintenance, and Facilities
- FLSA STATUS:** Non-exempt
- EMPLOYMENT TERM:** Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by JCBOE which is currently a 261 day employment term for this position
- SALARY:** Pursuant to WV Code §18A-4-8a, in accordance with Jefferson County Salary Scale, **Pay Grade G** commensurate with experience and education level
- EVALUATION:** Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A- 2-12, WV State Board Policy 5314, and JCBOE’s Guide to Performance Evaluation for Service Personnel
- JOB SUMMARY:** “Locksmith” means a person employed to repair and maintain locks and safes

**PERFORMANCE RESPONSIBILITIES: Additional duties may be assigned.**

- Maintains regular attendance.
- Maintains all locks in the county school system in good working order
- Ensures keys are cut properly for all locks.
- Serves when called in emergency situations outside of regular work day
- Maintains positive work habits
- Maintains and /or upgrades skills
- Performs duties efficiently and productively.
- Repairs and opens locks.
- Changes lock combinations using hand tools and special equipment
- Disassembles locks such as padlocks, safe locks, and door locks.
- Repairs or replaces worn tumblers, springs, and other parts.
- Shortens tumblers using files: and inserts new or repaired tumblers into locks to change combinations
- Cuts new or duplicate keys, using key cutting machine.
- Pick locks when no keys are available
- Opens safe locks.

- Keeps records of locks and keys
- Complies with county policies.

## **QUALIFICATIONS:**

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required.

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. Valid West Virginia driver’s license.

**‘Locksmith’** means a person employed to repair and maintain locks and safes.

- Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Ability to read and interpret documents such as safety rules, operating maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- 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.
- Must hold a valid driver’s license with good driving record.
- Ability to interface effectively with other departments, school personnel, other maintenance staff and business contacts from outside the county.
- Ability to pass written and physical tests that are directly related to the position.
- Ability to establish and maintain effective working relationships with students, staff and community.
- Ability to perform duties in full compliance with all county requirements and the Board of Education policies.
- Ability to perform physical activity related to Locksmith.
- Ability to work under minimal or no supervision; be an effective self-starter.
- Complete necessary training and in-service as required by the county.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.

### **PHYSICAL DEMANDS:**

The physical demands described 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 stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and /or move up to 50 pounds such as a tool box. Occasionally the employee will lift and /or move up to 90 pounds such as motors. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **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 temperature in the work environment can range from below freezing when working outdoors to in excess of 90°F when working in the furnace room or kitchen areas or on roof tops. The noise level in the work environment is moderate to loud (60 -90 dB). The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays, and non household dust. The employee must be able to meet deadlines with severe time constraints.

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

Locksmith 1/12/2015