

**ORANGE COUNTY SCHOOL DISTRICT
CLASS DESCRIPTION**

POSITION TITLE: LOCKSMITH

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to perform skilled locksmith trades work for all assigned locking structures and facilities of the school district. Employees in this classification install and repair locks and locking mechanisms, and are responsible for the creation and maintenance of master key systems for all assigned structures/facilities. Work is performed in accordance with established district policies and procedures, and in compliance with all state regulatory standards governing educational institutions. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.

Performs skilled locksmith trades work for all assigned locking structures and facilities of the school district.

Performs locksmith duties in accordance with established district policies and procedures, and in compliance with all state regulatory standards governing educational institutions.

Receives work orders, prioritizes assignments, and coordinates equipment, tools, materials, and supplies required per assignment.

Fills out and maintains work orders and purchase orders for required materials and supplies; maintains activity logs, key code charts, and associated inventory and data records.

Reads and interprets blueprints for the purpose of establishing master key systems for new facilities.

Creates and maintains master key systems for assigned structures/facilities; re-keys existing facilities, as required, to new master key systems.

Creates and maintains computer database for assigned structures/facilities key systems.

Cuts keys by code; duplicates keys and hand files as required.

Evaluates lock problems for feasibility of repair, or determines need for replacement.

Instructs field and facilities maintenance personnel in basic lock repair techniques.

Removes foreign materials and broken keys from locking mechanisms.

Maintains inventory of new locking devices and repair parts and components.

Performs on-site emergency lock repairs as needed.

Responsible for keeping up to date on current technology, as job appropriate, being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level

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required to perform in current position.

Responsible for timely and accurate information they maintain as part of their job responsibilities.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by three (3) years progressively knowledgeable and skilled locksmith experience, to include heavy master key experience and advanced locksmithing tasks; or an equivalent combination of education, training, and experience. Requires ability to obtain and maintain a valid state driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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Sensory Requirements: Some tasks require oral communications ability. Some tasks require visual perception and discrimination. Some tasks require the ability to perceive and discriminate depths.

Environmental Factors: Tasks are regularly performed with potential exposure to adverse environmental conditions, such as machinery and traffic hazards.

The Orange County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.