

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6760
Pay Grade: D10

FLSA: Non-Exempt

LOCKSMITH

MAJOR FUNCTION:

Performs skilled journeyman level work in the maintenance, repair and installation of a wide variety of locks. Opens locked doors, safes, file cabinets, and related items where keys or combinations are missing. Work is performed independently under general supervision and is reviewed upon completion through results obtained.

DUTIES AND RESPONSIBILITIES:

- Installs, maintains, rebuilds, and replaces locks, door closers, tumblers, panic bars and related hardware.
- Disassembles locks and repairs or replaces worn tumblers, springs, and other parts; makes and installs new parts as required.
- Rekeys locks; cuts new or duplicate keys manually or by use of a code machine.
- Changes safe combinations.
- Inspects locks and determines defects and needed repairs; applies solvents and lubricants when necessary.
- Opens locked doors, file cabinets, drawers, and related items for which there is no key using tools of the locksmith trade; may be required to open combination safes by listening to lock sounds or by drilling.
- Answers school security emergency calls for building or room access as needed.
- Maintains simple records on time and materials used.
- Determines supply stock needs and places reorders as needed.
- Lifts heavy objects on a routine basis.
- Performs minor carpentry work related to the locksmith trade.
- Applies knowledge of standards and procedures of the locksmith trade and safety requirements of State Board of Education Rule 6A-2 in performance of job duties.
- Observes safety precautions; properly cares for tools and materials of the trade.
- May be required to service electric and electronic locks and hydraulic door closers.
- May be required to survey facility needs as they pertain to master key systems.
- May utilize computer equipment to create master key systems and generate reports.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus four (4) years progressively responsible experience as a locksmith, performing most of the above-mentioned duties and responsibilities. The successful completion of up to two (2) years of verifiable formal training in the trade (vocational, military, or indentured apprentice school) may be substituted for a like amount of the experience requirement. Possession of a valid State of Florida Class E noncommercial driver's license, and any other license as may be required by law.

ISSUED: 12/79 SSN; REVISED: 12/84 MW; BOARD APPROVED: 4/24/85; REVISED: (MQ'S) 2/90 MW; BOARD APPROVED: 3/14/90; REVISED: 4/91 PBL; BOARD APPROVED: 8/14/91; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED WC: 7/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

LOCKSMITH

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job	X				

Locksmith - SEIU