

Job Description

Job Title: Locksmith
Position Code: 5N35, EN35
Job Classification: Non-Exempt

Supervisor: Shop Supervisor
Pay Grade: 26
Contract Length: 245 Days

Job Summary

Position is responsible for ensuring the proper operation of all locks in the school division's buildings. Responsible for opening, installing and re-keying locks.

Essential Duties

1. Repairs and re-keys locks.
2. Picks locks when keys are missing.
3. Completes work orders.
4. Establish and maintain keying system database for each facility.
5. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Shop Supervisor or other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school or G.E.D. certificate or specialized training as a Locksmith. Must have at least six (6) months experience or attend and complete locksmith training within six months of hire date. Ability to work with others. Able to stoop, crawl and kneel.

Working Conditions and Physical Requirements

The physical demands described here 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 essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

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. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Shop Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Locksmith will be required to follow any other instructions and to perform any other related duties as assigned by the Shop Supervisor or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 01/19 CR