

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

LOCKSMITH

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum (5) years' experience as a locksmith
- Documented experience in the carpentry trade as it relates to position
- Possession of a valid Florida Driver's License
- Formal knowledge of master keying

Desired Qualifications:

- Ability to train employees
- Ability to coordinate projects and contractors for new construction installations
- Ability to read and interpret blueprints
- Ability to work independently and work cooperatively in a team
- Knowledge of Life Safety Codes, Fire Codes and State Requirements for Educational Facilities
- Certified as a Fire Safety Inspector I
- Excellent written and verbal skills
- Knowledge of computers, spreadsheets and data bases

Performance Responsibilities:

- Adjust and repair door closers and various types of locks found in the school systems
- Installation of new door locks, door closers and panic hardware
- Creates and maintains master key systems for each assigned structures/facilities; re-keys existing facilities, as required, to district master key systems
- Cuts keys by code and duplicates keys using various types of key cutting machines
- Creates and maintains the district's electronic lock computer database for all school sites and facilities
- Evaluates lock problems and closers for feasibility of repair, or determines need for replacement.
- Provide life cycle cost assessments for new locks and hardware
- Assess locks and hardware for ADA compliance
- At the direction of the Authority Having Jurisdiction may be called upon to perform Fire Safety and State Requirements for Educational Facilities inspections and submit reports to the board annually
- Responsible for keeping up to date on current technology, as job appropriate, With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position
- Clean, maintain, and adjust tools and equipment as necessary

- Establish and maintain an effective working relationship with departmental personnel, administration and school staff
- Maintain accurate records of daily work and time through current work order system
- May be required to work after hours and/or weekends
- Perform other duties as assigned by the Director of Safe Schools and or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects. The ability to climb ladders safely and at various heights and operate various hand tools and machinery in the performance of their duties

Reports to:

Reports directly to the Director of Safe Schools and/or designee for day-to-day operations

Evaluation:

Annual evaluation done by the Director of Safe Schools and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Confidential Level K

Job Code:

81041

Board Approved: 10/18/16

Revised: 6/25/19