



Locksmith-Tradesman I

Reports to: Director of M&O
Salary Schedule: A
FLSA Status: Hourly

Bargaining Unit: PSE-M&O
EEO Class: 6
Revised Date: 04/2011

Summary:

Under general supervision performs skilled maintenance work for the district and responsible for installing, maintaining and repairing all locks in the Wenatchee School District.

Essential Duties & Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for installing, maintaining and repairing for Mortise, deadbolts, cylinder locks, classroom locks, padlocks, file cabinet locks and student locks.
- Must keep accurate records of keying systems of each building in the district. Be able to solve in a satisfactory way any keying problems that may arise in the required to rekey several locks of a certain building to satisfy the security needs of the building.
- Must combine cores in the Best and Falcon keying system and follow rekeying procedures of Corbin Russwin, Falcon and Sargent lock systems.
- Must evaluate and keep accurate inventory of parts and supplies and be able to make accurate orders as required.
- Required to design and install keying systems for entire buildings. Combine and integrate building-wide keying systems to provide security to district wide.
- Responsible for installing, repairing and maintaining panic hardware on all district building doors. This includes, but not limited to, External Vertical Rod, Internal Vertical Rod, and Mortise Vertical Rod and Rim type panic devices.
- Responsible for the installing, repairing and maintaining of door closures on all buildings in the district.
- Required to gas, mig and arc weld in order to make necessary repairs or fabricate various things as they relate to the jobs mentioned above.
- Required to work in conjunction with Trades employees, as various jobs require.
- Responsible to install partition in bathrooms as needed.

- Operate power tools and equipment; operate automotive equipment to transport materials and supplies as needed.
- Other duties as assigned.

Education & Qualifications:

- High School graduate or GED equivalent
- One year full-time experience equipment maintenance, construction and repair work.
- Training certification from Best Lock Institute.
- Minimum five years work experience with Best, Falcon, Corbin, and Russwin Key Systems.
- Ability to perform a variety of semi-skilled maintenance duties regarding limited knowledge of various trade skills' as carpentry, electrical, plumbing and painting.
- Valid Washington State drivers license required.

QUALIFICATIONS

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.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have knowledge of web based inventory system.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments; Follows policies and procedures.

PHYSICAL DEMANDS

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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and 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.

While performing the duties of this job, the employee is regularly exposed to vibration. The employee is frequently exposed to fumes, odors or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high,

precarious places; and outside weather conditions year round. The noise level in the work environment is usually moderate and occasionally loud. Spends long periods of time in freezing environments.