

Locksmith

Job Description



Job Title:	Locksmith	FLSA:	Nonexempt
Reports to:	Executive Director/Director of Maintenance, and Maintenance Supervisor	Pay Grade:	Auxiliary 6
Dept./School:	Maintenance Department/ Bamberg Prof Dev't and Resource Center	Calendar Days:	256
		Revised:	2.12.2025

Primary Purpose

The Locksmith installs, maintains, and repairs locks, doors, and security systems, including both mechanical and electronic key card systems, while ensuring the integrity of the district's master key system, responding to emergency work orders, and following safety procedures to maintain secure, safe environments for all district facilities.

Qualifications

Education/Certification:

- High school diploma from an accredited high school or GED
- Trade License as required by state local authorities
- Valid Texas Driver's License

Special Knowledge/Skills:

- Proficient in reading, writing, speaking, and understanding English
- Ability to follow written and verbal instructions
- Strong organizational, communication, and interpersonal skills
- Expertise in cutting and issuing keys, re-keying, and installing and repairing locks and hardware
- Skilled in interpreting, implementing, and maintaining master key systems
- Experience installing, troubleshooting, and repairing both mechanical and electronic locking systems
- Knowledgeable in building security systems, procedures, and state/local building codes
- Ability to read blueprints and diagrams
- Capable of working independently with minimal supervision
- Proficient in using hand and power tools
- Eligible for coverage under the district's vehicle insurance program

Experience:

- Trade experience required

Major Responsibilities and Duties

Maintenance and Repair

1. Interpret the Master Keying Guide and apply specialized knowledge of lock systems to maintain the integrity of the district's master key system while fulfilling customer requests
2. Install, service, and repair various types of locks, security devices, door hardware, and hydraulic closing fixtures
3. Disassemble, repair, and replace worn tumblers, springs, and other lock components
4. Cut new or duplicate keys, ensuring proper identification stamps

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Supervisory Responsibilities

5. Troubleshoot, repair, and maintain mechanical and electronic key card systems
6. Receive, complete, and prioritize work orders; respond promptly to emergency requests
7. Maintain accurate records of work performed and ensure completion of tasks to standards
8. Inspect completed jobs for cleanliness, removing excess materials as needed, and ensure proper maintenance of equipment

Safety

9. Perform preventive maintenance on tools and equipment, ensuring they are in safe operating condition
10. Adhere to established safety protocols for lifting, climbing, and operating tools and equipment
11. Identify and correct unsafe work conditions, reporting non-immediate hazards to the supervisor
12. Follow established procedures for securing and safeguarding facilities

Other

13. Participate in required training classes and seminars
14. Comply with district policies, administration guidelines, and the Employee Handbook
15. Perform other duties as assigned

Supervisory Responsibilities

None

Evaluation

The evaluation of the Locksmith is the responsibility of the Executive Director of Maintenance. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

- **Tools/Equipment Used:** Standard carpentry equipment including small hand tools, power tools, and measuring instruments, electrical meters, test equipment; motor vehicle, doilies, carts, computer
- **Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking, bending, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving
- **Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis
- **Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures and excessive humidity and dampness, dust, fumes, smoke, gas, toxic chemicals and materials, solvents, grease, oil; noise, vibration, and electrical hazards; work around machinery with moving parts, moving objects and vehicles; may work alone; regularly work irregular hours; occasional

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prolonged hours; frequent districtwide travel

- **Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.