

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Locksmith, Carpenter Department
Supervisor=s Title: Foreman and Assistant Foreman
Date Prepared: 4/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services _____ **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Assists Foreman and Assistant Foreman in assuring timely and quality work performed as a Locksmith.. Assists in ensuring safe working conditions and procedures. Installs, re-keys, maintains, removes, repairs locks and associated hardware.

ESSENTIAL FUNCTIONS

Performs work on maintenance and capital outlay projects as assigned.
Sets up key schedules in accordance with Granite School District master key system.
Installs and repairs door knobs and panic hardware.
Cuts keys by code and duplicates.
Repairs safe doors.
Repairs associated industrial hardware as needed.
Creates and maintains a safe, clean, and neat work environment.
Provide minor cross training to Carpenters.
Assures the safe and proper use of tools and equipment.
Trains apprentices as directed Foreman and Assistant Foreman.
Maintains appropriate quantities of parts, tools and materials.
Maintains other paperwork which includes work orders, invoices, etc
Responds to emergency calls by assuring prompt resolution of problems.
May be assigned to participate in organizations, committees and sub-committees as needed.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize apprentices and temporary workers, materials and equipment for specific projects. Must be able to read blue prints. Must have a general knowledge of building construction and maintenance of facilities. Must be able to use a variety of hand tools, power tools, and other equipment. Such as code machine, key duplicating machine, drills, etc.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver=s license.

REQUIRED PRIOR WORK EXPERIENCE

Must have at least 3 years experience as a qualified locksmith.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

May advise with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place.

SUPERVISION

Requires ability to motivate department employees, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality of the finished product. Makes specific work assignments and monitors performance of assigned employees. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.