



T U L S A

PUBLIC SCHOOLS

Job Title: Locksmith Craftsperson

Reports to: Director of Maintenance
Department: Maintenance
Number of Days: 12 Months
Compensation: Hourly Grade 11
Overtime Status: Non-Exempt
Date Job Revised: 03/19/2007

Position Summary: Disassembles locks, and repairs or replaces worn pins, springs, and other parts. Insert new or repaired part into lock change combination. Cuts duplicate key, using key cutting machine or code cutting machine. Moves lock pick cylinder to open door locks without keys. Keeps record of all key codes and duplicate keys in secure area. Complete all assigned work orders in a timely manner. Report labor, cost and any pertinent notes/information regarding all assigned work orders and return to your foreperson daily.

Qualifications/Job Requirements:

Education:

- High school diploma or General Education Development certificate/diploma

Specialized Knowledge, Licenses, etc:

- Knowledgeable on various locks and lock mechanism.

Experience: 3 years experience in the repair, installation and maintenance of locking devices.

Specific Training/Skills:

- Disassembly of locks for repair.
- Work with key cutting machine & coding.
- Lock pick
- Care & use of common hand tools

Physical Requirements (If Applicable):

- Lifting – May exceed 50lbs
- Stand, bend, stoop or reach for extended periods of time.
- Climb ladders and scaffolds.

Other:

- Must be a self starter
- Must have a positive attitude
- Ability to plan and coordinate work schedule to complete job assignment(s) without direct supervision
- Skilled in operating all types of equipment assigned to department
- Must have general knowledge in all areas of job responsibilities

Scope of Authority (If Applicable): NA

Customer Contacts (Internal and External):

- Internal-Director, Supervisors, Forepersons
- External- Site principals/administrators and staff

Essential Job Functions:

- Determine repairs required and to estimate cost of repair or replacement.
- Sets up and operates engraving machine to engrave letters and figures on plastic, wood and metal products.
- Inspects work to determine conformance to specifications.
- Have in place a preventive maintenance program for servicing locks, panic bars.
- Responds to emergencies concerning locks and panic bars. Record and report time and materials.

- Stocks material needed for jobs and keeps a running inventory.
- Maintains record of all key codes and duplicate keys in a secure area.
- Coordinates with others shops as needed.
- Various other tasks as assigned by the Director and as needed.

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