

Locksmith

Position Details

Class Code: 7070

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, installs, repairs, and services locks and hardware.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Installs, adjusts, repairs, and services doors, electronic doors, door locks, electronic locks, hinges, door closers, and panic hardware.
2. Re-keys locks up to and including level-4 keying systems.
3. Designs, fabricates, and installs various parts (mounts, pivots, latch guards, etc.).
4. Repairs and replaces locks on drawers and cabinets.
5. Uses computerized database and necessary software to maintain locksmithing records and generate key systems.
6. Hang steel doors.
7. Operates key-cutting machines.
8. Services, repairs, and resets combinations of safe locks.
9. Assists in the evaluation of new equipment proposed by contractors.
10. Responds to concerns from Clark County School District (CCSD) staff regarding equipment, building security, project completion, etc.
11. Inspects new doors and hardware installations performed by contractors. Generates punch lists and reports status to supervisors.
12. Secures buildings/facilities which have been vandalized.

13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves skilled work in the installation/repair of locks and hardware.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of national, state, and local fire codes, Uniform Building Codes (UBC), life safety codes, and Americans with Disabilities Act (ADA) requirements.
 2. Knowledge of locksmith trade practices and procedures.
 3. Ability to distinguish color-coded wires.
 4. Ability to learn and apply work procedures.
 5. Ability to meet predetermined deadlines.
 6. Ability to read and interpret written/verbal instructions.
 7. Ability to plan and organize work.
 8. Ability to master key.
 9. Ability to perform strenuous, physical work.
 10. Ability to operate hand/power tools and equipment.
 11. Ability to read and interpret blueprints, specifications, and plans.
 12. Ability to safely move and relocate heavy objects.
 13. Ability to work flexible hours/shifts.
 14. Ability to work in confined areas.
 15. Ability to withstand heights and perform work safely.
 16. Ability to work cooperatively with employees, contractors, and the public.
 17. Ability to recognize and report hazards and apply safe work methods.
 18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).

2. Three (3) years of experience in the commercial/institutional lock and hardware trade.

NOTE: A knowledge and skills test will be given to all selected applicants during the interview process.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Conditions of Employment

Successful completion of an extensive background check/investigation is required.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Safe driving record.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – offices and schools (classrooms, computer labs, locker rooms, cafeterias, gymnasiums, restrooms), building rooftops.

Work Environment

Strength

Medium/heavy - exert force up to 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in-person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity and color vision. Vision to read printed and online materials,-Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods, and occasional electrical shock hazards.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various screwdrivers, wrenches, pry bars, pliers, chisels, punches, ratchets and sockets, drills, box joint cutters, hacksaws, mortise lock jigs, tap and die sets, ladders, fire extinguishers, thread locks, bench and electric disk grinders, torches, volt-ohm meters, micrometers, dial calipers, forklifts, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/17/24
- Created: 12/01/87