

# Locksmith

Responsible to the Maintenance Supervisor through the Carpenter Foreman. Sets up, installs, and maintains grand master key system, intruder alarm codes, and other locking and security devices as assigned.

## JOB CHARACTERISTICS

- Works independently, and when required travels from job site to job site using either a School Board or privately owned vehicle, for transporting employees, supplies, materials, tools and or equipment to the job site.
- Installs, repairs, maintains, rekeys locks in doors, cabinets, vehicles, vaults and safes and other equipment as required
- Identifies and recommends materials or equipment as required.
- Cuts keys, develops codes and distributes them as required.
- Maintains complete records of all keys and codes distributed to School District employees or other persons.
- Maintains a working inventory of parts for the repair and maintenance of locking and security devices.
- Operates key cutting equipment, drill press, lock jigs, grinder, hand and power tools, and other equipment as required for the Locksmith trade.
- Co-ordinates servicing, repairing, or coding of locking or security devices with outside agencies and inspects and reports on quality of work when required.
- Lifts, carries, and moves supplies and equipment in order to meet operational requirements in accordance with the Occupational Health and Safety Regulations.
- Performs other assigned duties related to the above.

## JOB QUALIFICATIONS

### Education

- Grade 12 certificate or an equivalent combination of education, training, and experience.
- Certificate of Apprenticeship or Trades Qualification as issued or recognized by the province of BC in the trade of Locksmith
- Class "LS" low voltage electrical certificate as issued by the Electrical Safety Branch
- Must be capable of being bonded
- Valid BC Drivers License

### Experience

- Two or more years specific experience working as a Locksmith

- Experience with security alarm systems.

## Knowledge

The candidate must possess a demonstrated knowledge of:

- The standards, practices, methods, materials, tools and equipment used in the repair and maintenance of locking and security devices
- Grand master coding systems.
- Hand and power tools, key cutting equipment, and the safety precautions required.
- Panic hardware, electronic locking devices, handicapped door hardware, and the relationship of those devices
- Locking devices for vaults and safes.

## Skills and Abilities

The candidate must possess a demonstrated ability to:

- Maintain a cooperative working relationship with other workers, district staff, students and the public
- Schedule daily work programs to ensure that emergent requests and regular repairs and maintenance are handled efficiently to ensure the security of District buildings, vehicles, and equipment
- Perform duties in compliance with safety regulations

## Working Conditions

- Sufficient sight and hearing to perform related job duties
- Able to perform related physical and mental activities
- Able to work in a highly active physical environment
- Able to work in adverse weather conditions