



Access and Security Technician/Locksmith

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Position Description

Responsible to the appropriate Manager, through the appropriate Foreman/Supervisor. Primarily performs access and security system duties as assigned.

LK- 1

Works independently and, when required, travels from job site to job site using a School Board owned vehicle for transporting workers, supplies, materials, tools and or equipment to the job site.

LK- 2

Maintains, repairs and replaces keyed security systems and locking devices for doors, cabinets, safes, vehicles and District padlocks as assigned.

LK - 3

Cuts and distributes keys as required.

LK – 4

Maintains a complete record of District standard keying systems.

LK – 5

Programs security alarm access codes and fobs.

LK – 6

Maintains a complete record of assigned alarm access codes and fobs for District staff.

LK - 7

Operates lathes, drill presses, jigs, grinders, key cutting machines and other hand and power tools related to Locksmith work.

LK – 8

Maintains and cleans work areas, vehicle, equipment and tools.

LK– 9

Reports promptly to the appropriate foreman, manager or supervisor any mechanical failures or damage to District-owned vehicles, equipment and tools.

LK – 10

Performs duties in compliance with safety regulations.

LK – 11

Performs other duties consistent up to the level of the assigned role.

Position Qualifications

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 certificate or an equivalent combination of education, training and experience.</p> <p>Valid Class 5 British Columbia Driver’s License.</p> <p>Must possess a valid Red Seal Locksmith or Security System Technician Certificate or equivalent trade qualification as issued or recognized by the Province of B.C.</p> <p>Must attain a Low Voltage Electrical Certification within one year of being awarded the position.</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Must have a minimum of four (4) years locksmith experience.</p>
KNOWLEDGE	<p><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</i></p> <p>The standards, practices, methods, materials, tools and equipment used for the construction, repair and maintenance of buildings, grounds or equipment in his/her area of expertise.</p> <p>Job-related safety regulations and techniques as outlined in the WorkSafeBC regulations.</p> <p>Digital technology; including email, online databases and facilities management software used by School District #61.</p> <p>School District #61 Policies and Regulations, Municipal, Provincial and Federal regulations relevant to his/her department.</p>

SKILLS AND ABILITIES	<p><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></p> <p>Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public.</p> <p>Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet these circumstances.</p> <p>Read and interpret plans and specifications.</p> <p>Understand and carry out written and oral instructions.</p> <p>Perform duties in compliance with safety regulations.</p>
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient sight and hearing to perform related job duties.</p> <p>Able to lift and carry materials and equipment required to perform his/her duties in accordance with the WorkSafeBC regulations.</p> <p>Able to perform related physical and mental activities.</p> <p>Physically able to lift and operate related equipment in tight and confined spaces.</p> <p>Able to work in a highly active physical environment.</p> <p>Able to work in adverse weather conditions.</p>

June 2017