



## **LOCKSMITH**

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### **POSITION DESCRIPTION**

#### **Locksmith**

#### **LK – 1**

Responsible to the appropriate supervisor through the assigned foreman.

#### **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 or supervisor any mechanical failures or damage to district-owned vehicles, equipment and tools.

#### **LK – 10**

Performs duties in compliance with safety regulations.

# QUALIFICATIONS

## Locksmith

<b>EDUCATION</b>	<b>TECHNICAL REQUIREMENTS</b>  Grade 12 certificate or an equivalent combination of education, training and experience.  Valid Class 5 British Columbia Drivers License.  Must possess a valid Certificate of Apprenticeship and/or a Certificate of Trade Qualification in Locksmith as issued or recognized by the Province of B.C.  <b>OTHER RELATED COURSES</b>  Low Voltage Electrical Certification.
<b>EXPERIENCE</b>	<b>TECHNICAL REQUIREMENTS</b>  Must have a minimum of five (5) years locksmith experience.
<b>KNOWLEDGE</b>	<b>THE CANDIDATE MUST POSSESS A DEMONSTRATED KNOWLEDGE OF:</b>  The standards, practices, methods, materials, tools and equipment used for locksmith work related to the maintenance of buildings, grounds or equipment in his/her area of expertise.  Job related safety regulations and techniques as outlined in the Worksafe BC regulations.  School District #61 Policies and Regulations, Municipal, Provincial and Federal regulations relevant to his/her department.
<b>SKILLS AND ABILITIES</b>	<b>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</b>  Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public.  Adapt to changing circumstances and the flexibility to adapt plans and schedules to meet these circumstances.  Read and interpret plans and specifications.  Understand and carry out written and oral instructions.  Perform duties in compliance with safety regulations.

<b>WORKING CONDITIONS</b>	<b>OCCUPATIONAL REQUIREMENTS</b>
	<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 Worksafe BC 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>

Reviewed: April 2015