

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