



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Locksmith/Carpenter
SCHOOL/DEPARTMENT	Maintenance
SALARY	Salary Grade 64 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Maintenance
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Locksmith/Carpenter performs skilled level duties two areas. As a Locksmith, duties include installation, repair and maintenance of locks, door closures, panic hardware systems and electronic locking systems. Additionally, the Locksmith addresses recombinant and adjusting locks including coding, key cutting and duplication. As a Carpenter, duties include performing skilled carpentry work and repairing, altering and constructing wooden, metal and masonry structures. Work involves performing potentially hazardous tasks such as erecting scaffolds and ladders. Assignments are received in the form of written work orders. The Locksmith/Carpenter is expected to develop and initiate work methods. Most work problems are solved personally or by guiding others in developing a solution. The Locksmith/Carpenter must exercise independent judgment and initiative when performing assigned duties. The Locksmith/Carpenter must also exercise tact and courtesy towards supervisory and various school officials.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the standard methods, materials and equipment employed in carpentry work
- General knowledge of the principles of supervision, organization and administration
- General knowledge of the occupational hazards of building trades work and the associated safety precautions
- Some knowledge of all building trade skills
- Skill in the use and care of a variety of hand and power tools necessary to perform carpentry work
- Ability to prioritize tasks and assign workers as appropriate
- Ability to understand and work from blueprints and specifications
- Ability to perform manual labor for extended periods of time as required by work assignments
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Considerable knowledge of the operational capabilities of the school district's computerized work order system
- Considerable knowledge of all department operating procedures to include, but not be limited to, the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented
- Ability to ensure assigned automotive equipment is operated and maintained as outlined the applicable district policies and procedures

EDUCATION, TRAINING, AND EXPERIENCE

- High School diploma
- Vocational training in maintenance and locksmith craft/trades
- Three (3) to five (5) years of experience working with locks and lock paraphernalia
- Three (3) to five (5) years of experience in painting and/or building maintenance
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess, or be eligible to possess within 12 months of the start of employment, a North Carolina Locksmith license
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Experience working as a Locksmith and/or Carpenter in a public school system
- Certification as a Fork Lift Operator and/or any other certifications required to operate heavy machinery

ESSENTIAL DUTIES AND RESPONSIBILITIES

Locksmith

1. Install, replace, open, clean, repair and perform preventive maintenance on locks for doors, safes, hall gates, desks, file cabinets, lockers and various other items of furniture and equipment
2. Change lock combinations; perform mechanical or computerized grand master, master, and sub master keying and rekeying
3. Disassemble, clean and repair locks by replacing pins, springs, and other parts
4. Make new or duplicate keys
5. Diagnose operation problems with locks
6. Repair or replace worn tumblers into lock to change the combination
7. Follow specification for the installation of complex systems
8. Make measurements and cut materials to exact specification for placement of locks
9. Perform periodic maintenance and repair on door closure systems, including but not limited to, key card systems and electromagnetic systems
10. Maintain a set of master keys for the school system
11. Install, repair and maintain all major types of locks, door closures, and panic hardware systems in accordance with work orders and instructions including, but not limited to, keycard and electromagnetic systems to conform to current federal, state and local safety and security regulations
12. Assist with the installation of electronic and other special locking systems for schools and administrative facilities; perform complex repairs and update records as required
13. Open locks by use of lock picking tools, dismantling or other methods; repair locks by replacement of worn or broken parts or by adjustment or recombination of locks to the master/sub master system in use
14. Repair, maintain and change safe and vault combinations
15. Utilize key cutting machines, drills, saws, buffers and grinders, key gauges and locksmith tools
16. Determine proper methods to be used in key cutting and duplication
17. Repair/maintain card reader systems
18. Install, repair and maintain electromagnetic-locking systems
19. Use computer programs for keying and specification writing
20. Drill plugs from locks to gain access to rooms
21. Set up cores and cylinders for any type of lockset
22. Determine which keys/master keys are in the lock during setup
23. Adjust key cutting machine to .003 of an inch
24. Use key gauge to read cuts on key
25. Use buffers and grinders in all key and lock applications
26. Properly stamp codes on keys with index

Carpenter

1. Determine type and amount of materials needed
2. Provide assistance with planning and design work necessary for construction and renovation projects
3. Erect, move, and work from scaffolding and ladders; attend to the need for safety precautions
4. Perform skilled roof, ceiling, and door and door hardware functions
5. Repair drywall and move or make alterations to walls
6. Make and repair cabinets; repair furniture
7. Replace floor tile
8. Install and repair glass, as needed

9. Clean and maintain equipment, tools and supplies
10. Perform fire extinguisher inspections and replacements, locker repairs and lock and key work
11. Request, maintain and be responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and issued for use
12. Inventory all tools and equipment quarterly and submit results via the appropriate supervisor to the Director
13. Perform other duties as assigned by the Director of Maintenance

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered heavy physical work requiring the exertion of up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force to constantly move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Must be physically able to operate a variety of machinery and equipment including table saws, radial arm saws, drill presses, hammers, saws, planers, ladders, tape measures, levels, etc. Must be physically able to operate heavy machinery (i.e. tractors, bobcats, fork lifts).
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*