



JOB ID N645-2021

Posting Date: September 1, 2020

Closing Date: Until Filled

REVISED

POSITION: Locksmith

REPORTS TO: Maintenance Manager

PRIMARY FUNCTION:

Responsible for general locksmith work of various types including keying installation of lock, lock repairs, locker repairs and installation, rest room fixture installation and repair within the Hartford Public School System buildings using proper equipment. In addition, will assist in the execution of jobs relating to all building trades, excluding trades that require a license. Hours of work shall be Monday – Friday 7:00 am to 3:30 pm.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Investigate & assess plans to execute the work, as well as provide an estimate of time and materials required.
- Determine materials list and tools needed to perform a task.
- Repair, replace and/or install locksets, panic hardware, doors, door closers, bath partitions, lockers, file cabinets and desks as needed.
- Set up key cabinets and make keys from copies or code as needed
- Complete job assigned in a timely and professional manner to the standards set forth by Supervisor.
- Report to the Facilities Maintenance Department at the beginning and end of each shift for sign-in and sign-out Monday – Friday 7:00am and 3:30pm.
- Perform other related work as assigned.
- School Dude – Work order entry & completion

SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:

- High school, vocational school diploma or GED.
- Must possess a minimum of three years as a locksmith apprentice or trades school equivalent, plus five years' experience as a locksmith.
- Ability to read and understand blueprints and the ability to perform in the trade from sketches and blueprints.
- Knowledge of all materials commonly used for the job characteristics and use.
- Required to have the knowledge and skill in the use of all tools commonly employed in the performance of the job, as well as knowledge of the care and maintenance of these tools.
- Must possess knowledge of the occupational hazards and safety protection of the trade together with the specific requirements imposed upon workers in the performance of work by the Occupational Safety and Health Act (OSHA).

- Ability to work at heights greater than five (5) feet and in assignments that requires bending for long periods of time.
- Excellent past attendance and work record in prior position.
- Will be required to have a valid driver's license, dependable means of transportation and willing to use own vehicle.
- Must be available for emergency work outside of normal scheduled hours.
- Must be able to work within difficult time constraints and under stressful conditions.
- Must be able to lift over 50lbs.

CERTIFICATION REQUIREMENTS:

Non-certified

SALARY AND TERMS OF EMPLOYMENT:

Twelve-month work year; forty-hour workweek. May be required to work second shift hours 3:00pm to 11:00pm. Salary schedule 83, \$50,995-\$54,671 (2020-2021) of Local 566, American Federation of State, County and Municipal Employees, AFS-CME.

EVALUATION:

Evaluated in accordance with Local 566 Agreement.

UNION AFFILIATION:

The Board recognizes Local 566 American Federation of State, Municipal and County Employees, AFS-CME as the exclusive bargaining unit for this position.

APPLICATION PROCEDURE:

All current **internal and external** applicants must submit an online application. To apply, please visit <http://www.applitrack.com/hartfordschools/onlineapp> and follow the appropriate link.

NOTE:

The above description covers the principal duties and responsibilities of the job. The description should not, however, be construed as a complete listing of all duties, or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

Position Subject to Available Funding

An Equal Employment Opportunity and Affirmative Action Employer, M/F/V/D