

**Liberty Union High School District**  
**LOCKSMITH/PREVENTIVE MAINTENANCE SPECIALIST**

**DEFINITION**

Under the direct supervision of the Director of Maintenance and Operations (DMO), function as the district locksmith and regularly perform preventive maintenance tasks in a variety of specialized areas, as required.

**EXAMPLE OF DUTIES** (not meant to be complete list, just illustration of type of work involved)

Repair or install new locks on doors and cabinets, open locks and make new or duplicate keys, repair or replace door jambs and related hardware associated with lock integrity, serve as the first responder to any problems with locks on a district or site buildings; monitor the distribution of keys to district buildings; maintain detailed, accurate written records on maintenance, inspection, and replacement of locks/keys throughout the district; assist in other preventive maintenance areas such as low level HVAC systems, plumbing/irrigation, windows/doors, etc., as needed; communicate consistently with the DMO on the status of preventive maintenance projects; prepare and maintain records related to work performed including work orders, purchases and inventory records; assist other maintenance personnel with large projects or emergency situations as needed; and perform related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

- Techniques for the installation and repair of door lock mechanisms.
- Current and evolving lock/key technology.
- Operation and use of hand and power tools, specialized equipment and machinery.
- Applicable Federal, State, County and local building, fire and safety codes.
- Basic record-keeping techniques.
- Proper methods of storing equipment, materials, and supplies.
- General preventive maintenance methods.

**Ability to:**

- Perform repair on door locks using various hand tools, including repair or replace tumblers, remove broken or worn springs and attach new springs to lugs, file tumblers to fit locks, etc.
- Change lock combinations, open locks to make new or duplicate keys.
- Disassemble padlocks, door and safe locks, and newer types of locks being developed.
- Schedule regular maintenance and replacement to minimize acute failure of locks.
- Inspect facilities to identify maintenance and repair needs as well as safety hazards.
- Analyze situations accurately and adopt an effective course of action.
- Follow oral and written directions.
- Maintain routine records related to work performed
- Complete a variety of work orders on schedule.
- Work independently, with little direction, and cooperatively with others.
- Perform both fine motor skill work and occasionally heavy physical labor.

**Experience and Education:**

- High school diploma or equivalent
- Four years of responsible maintenance experience at the journeyman level or above.

**License Requirement:**

- Possession of a valid California Driver's License.

**Other:**

- Must pass and maintain satisfactory results of the Post Offer, Pre-Placement Physical Evaluation Program (PEP). This physical strength test demonstrates a minimum level of strength to perform the essential functions of the job.