

MAINTENANCE LOCKSMITH/GLAZIER

DEFINITION

Under supervision of assigned supervisor/manager, perform skilled work as a locksmith/glazier, and related rough and finish carpentry work.

TYPICAL DUTIES

Incumbents measure, cut, remove broken glass and install new glass; glaze in glass or work with wood, metal, rubber stops; install wood, metal, or rollup doors; install wood or metal door jambs; install and repair automatic doors, operators, and all related mechanical, hydraulic and electronic components; install, repair and maintain cylinder locks; cut keys for cylinder locks, cabinet locks and padlocks; open locks; repair or replace tumblers, springs, and other parts; maintain security of duplicate and master keys; perform installation and repair of door closers, locksets, door checks, casement operators and panic hardware; obtain quotes from vendors on equipment, repairs or services to be contracted out, and schedule and monitor the installation of these services; install, maintain and service electronic access systems; perform rough and finish carpentry work in the repair or alteration of buildings; manage/prioritize work orders. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Two years of experience as a journey-level locksmith related to the typical duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver's License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Methods, materials, tools and equipment used in glazing and locksmith work; the variety of locks available and the best use for each type; carpentry methods related to installation and maintenance of doors and door jambs, repair and alteration of buildings; applicable policies, regulations, procedures and processes, and federal, state, and local laws and regulations; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; safety procedures and safe work practices related to the duties of the position.

ABILITY TO

Read shop drawings and work from plans and specifications; demonstrate safe and proper use of tools, equipment, and vehicles; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state, and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities; adapt to changing technologies; work successfully with diverse populations; effectively and safely use and maintain equipment and tools required in the performance of the job duties, including assigned vehicles.

PHYSICAL AND ENVIRONMENTAL FACTORS: Perform physically demanding labor that may include standing and maneuvering for long periods of time; work in an outside environment subject to inclement weather conditions, possible and/or frequent exposure to sun, humidity, and high or low temperatures; exposure to dust and allergens; regularly work with or exposed to hazardous materials such as hydraulic fluids, lubricants, oils, grease, solvents, glues, adhesives, cleaning and de-greasing solutions and other chemicals; reach, grasp, pull, push, and carry various equipment and furniture across various types of surfaces; frequent maneuvering, stooping, crouching, bending at waist and knees; maneuver, twist, crawl and work in confined and cramped spaces (such as attics, crawl spaces, etc.); frequent stretching, reaching and kneeling while operating tools and equipment; using proper bending and lifting techniques, lift and/or carry heavy objects up to 50 pounds, with or without assistance, from floor level to above shoulder level; climb and descend 8 to 16 foot ladders, stairs and scaffolding with heavy objects, with or without assistance; work on multiple surfaces more than 12 feet above ground level; work on wet, slippery and icy surfaces; wear personal protective and safety equipment when appropriate and/or required; operate and manipulate hand, electric and all types of structural tools and equipment; exposure to sharp blades from tools and equipment.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.