
TITLE: TRADESMAN – LOCKSMITH

QUALIFICATIONS:

1. High School Diploma or Equivalent
2. Be clean and neat in appearance
3. Possess a valid New Jersey Driver's License
4. Must be able to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, materials and equipment used in locks (manual and electronic); types and uses of available locks; and safety practices and procedures
5. Possess basic computer knowledge with ability to work on computer programs for entering WOID information and status updates on computer
6. Ability to operate all required power tools for safe and proper repair and installation of work,
7. Ability to estimate materials for proper completion of task as well as establishing time requirements and proper staffing for project.
8. Must have good manual dexterity and hand-eye coordination. Strong decision-making, problem-solving and analytical skills are helpful for troubleshooting maintenance issues and resolving emergencies and malfunctions on the job. In addition, proficiency in math and electrical wiring (Low voltage and standard current) are beneficial
9. Ability to meet Essential Job Task requirements.
10. Require criminal history background check and proof of U.S. citizenship or legal resident alien status is required.

REPORTS TO: Maintenance foreman, Superintendent and or his/her designee

JOB GOAL: To provide safe and lasting repairs with doors with respect to exterior and interior door systems.

PERFORMANCE RESPONSIBILITIES:

1. Must be employed on a twelve (12) month basis with work day schedule as jointly determined by Maintenance foreman and Superintendent and or his/her designee.
2. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamsters Local No. 97 and adherence to all district policies.
3. Shall perform all duties in the most efficient manner possible and cooperate with any/all facilities supervisors and co-workers in the interest of the school system.
4. Shall wear uniform and badge provided by the Board of Education.
5. Works to ensure all egress/ ingress to facilities are safe, doors properly open and shut and that weather-stripping and sweeps are proper to avoid energy waste and infiltration of rodents.

6. Diagnoses cause of problems and/or failures in security systems for the purpose of identifying equipment and/or systems repair and/or replacement needs with respect to door systems.
7. Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
8. Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
9. Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions as requested.
10. Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
11. Cuts new or duplicate keys (e.g. building and vehicle keys, file cabinets, desks, cabinets, intrusion alarms, lost or stolen locks/keys, etc.) for the purpose of providing the district with a master key system and ensuring security of its facilities.
12. Re-Keys locks and changes combinations for the purpose of ensuring security.
13. Repairs a variety of items, systems and/or components (e.g. locks, worn tumblers, shortens tumblers, springs, changes combinations, exist hardware, etc.) for the purpose of ensuring a safe working condition.
14. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
15. Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
16. Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
17. Estimates materials and labor
18. Assists with snow operations within winter months as necessary
19. Perform any other tasks assigned by the Maintenance foreman, District Engineer or Superintendent and or his/her designee including working with other tradesmen within the Maintenance Department to address immediate needs as they may arise.
20. Perform any other tasks assigned by the, Superintendent of Schools, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Adopted by: Toms River Regional Schools

Date:

Revision: February 21, 2018