



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Locksmith
Payroll/Personnel Type:	12 Month
Job #:	6125
Reports to:	Facilities Manager or Designee
Shift Length:	8 Hour Day
Union Eligibility:	Eligible
Starting Salary:	\$75,000

Position Summary:

Responsible for ensuring all SLPS buildings are properly maintained in an outstanding condition of safety, security, and readiness by accomplishing timely lock and door maintenance as well as major improvements and renovations.

Essential Functions:

- Adheres to safety procedures
- Uses oral or written communication techniques
- Maintains records, reports, or files
- Moves or fit heavy objects
- Estimates time or cost for installation, repair, or construction projects
- Understand service or repair manuals
- Understand technical operating, service, or repair manuals
- Uses hand or power tools
- Fabricates, assembles or disassembles manufactured products by hand
- Disassemble mechanical or electrical locking devices, and repair or replace worn tumblers, springs, and other parts, using hand tools
- Cuts new or duplicate keys, using key-cutting machines
- Inserts new or repaired tumblers into locks to change combinations
- Install and maintain door closers
- Keeps records of district locks and keys
- Moves pick locks in cylinders to open door locks without keys
- Must maintain a valid driver's license

Knowledge, Skills, and Abilities:

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance

Experience:

- Previous experience as a locksmith

Education:

- High School Diploma or Equivalent (required)
- Vocational / Trade School Training (preferred)

Physical Requirements:



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- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.