



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

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| <b>Position Title:</b>         | Locksmith                                 |
| <b>Payroll/Personnel Type:</b> | 11 Month (Non-Exempt)                     |
| <b>Reports to:</b>             | Executive Director Operations or Designee |

**Position Summary:**

Responsible for insuring 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
- Understands service or repair manuals
- Understands technical operating, service or repair manuals
- Uses hand or power tools
- Fabricates, assembles, or disassembles manufactured products by hand
- Disassembles 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 in order to change combinations.
- Keeps records of district locks and keys.
- Moves picklocks in cylinders in order to open door locks without keys

**Required Education and Experience:**

- High School Diploma or GED
- Vocational / Trade School Training
- Valid Drivers License
- Years of Experience: Minimum 5 years
- Customer Service Experience
- 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.

**Required Skills:**

- Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination: Adjusting actions in relation to others' actions.



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- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Equipment Maintenance: Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Equipment Selection: Determining the kind of tools and equipment needed to do a job.
- Installation: Installing equipment, machines, wiring, or programs to meet specifications.
- Judgment and Decision Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Quality Control Analysis: Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Repairing: Repairing machines or systems using the needed tools.
- Service Orientation: Actively looking for ways to help people.
- Verbal Communication: Communicating information effectively to others.
- Time Management: Managing one's own time and the time of others.
- Troubleshooting: Determining causes of operating errors and deciding what to do about it.
- Writing: Communicating effectively in writing as appropriate for the needs of the audience.

**Disclaimer:**

**The information contained 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 for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***