



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

Position Title:	Locksmith
Payroll/Personnel Type:	12 Month
Reports to:	Facilities Manager or Designee
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

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
- 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
- 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:

- Customer Service Experience

Education:

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

Physical Requirements:

- 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



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- 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 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.