

Position: Maintenance Specialist III—Building Hardware Specialist

Salary Range: 34

Summary

Provides a variety of journey-level work in the maintenance, alteration and repair of facilities and buildings, especially in the area of building hardware. Works primarily in this specialization and can perform related skilled work in other trades.

Distinguishing Characteristics

This position requires journey-level experience and any necessary license(s) and/or certificate(s) in building hardware.

Essential Duties and Responsibilities

- Performs a variety of locksmith duties.
- Installs, repairs, and replaces locks and other hardware on doors, windows, desks, vehicles, lockers and safes.
- Duplicates keys.
- Changes lock combinations.
- Recommends proper methods and procedures for security.
 - May install, troubleshoot, and repair electronically sequenced locks.
- Inspects, repairs, fabricates, installs, services and maintains facilities and buildings of the District in the area of building hardware.
- Prepares rough sketches of work and estimates of materials and labor.
- May provide training for a small crew on specific assignments related to building hardware.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications**▪ Knowledge and Skills**

Requires a thorough knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in the area of specialization. Requires a thorough knowledge of the uses and purposes of general maintenance, hand and power tools and equipment. Must be thoroughly familiar with general safety

standards and those related to area of specialty. Must maintain knowledge of current code requirements in area of specialty.

▪ **Abilities**

Requires the ability to perform all of the essential duties in the area of specialization at the journey level with minimal supervision. Must be able to use and maintain all of the tools, equipment and vehicles used during routine performance of duties. Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization.

▪ **Physical Abilities**

Requires the ability to stand for extended periods of time, walk distances, and manipulate (lift, carry, guide, push, pull) light to medium weights of 10-50 pounds on a sustained basis, with heavier objects on an occasional basis. Requires the ability to climb (e.g. ladders), stoops, kneels, and crouches on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp small devices as well as common tools, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.

▪ **Education and Experience**

High School diploma or equivalent required. Completion of a formal training program in a skilled trade desired. Requires minimum of 3 years of journey level experience in skilled and/or licensed trade. Vocational education or college may substitute for some experience. Experience must include not less than two years in a commercial setting.

▪ **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required. Requires CPR. Must maintain required licenses for the specialty trade.