

**Killeen Independent School District
Job Description**

Job Title: Lead Locksmith
Reports To: General Maintenance Specialist
FLSA Status: Non-exempt

SUMMARY:

Supervises and coordinates the activities of Locksmiths engaged in the installation, repair, and servicing of mechanical or electrical locking devices. Responds to emergency situations outside normal working hours as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Obtains price quotes on materials.

Estimates, requisitions, and inspects materials.

Studies production schedules and estimates worker hour requirements for completion of job.

Establishes or adjusts work procedures to meet production schedules.

Interprets specifications, blueprints, and work requests to workers and assign tasks.

Recommends measures to improve production methods, equipment performance, and quality of product.

Suggests changes in working conditions and use of equipment to increase efficiency of work crew.

Analyzes and resolves work problems, or assists workers in solving work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Confers with other supervisors to coordinate activities of individual departments.

Keeps records of company locks and keys.

Follows all applicable safety codes and standards.

Performs activities of workers supervised.

Performs other duties as may be assigned by the General Maintenance Specialist.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 2 or more subordinates in Facilities Services. Is responsible for the overall direction, coordination, and evaluation of these personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable procedures. Responsibilities include training employees; planning, assigning, and directing work, appraising performance, addressing complaints, and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or GED and a minimum of five years experience in the locksmith trade. Previous supervisory experience or demonstrate the ability to supervise.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to read and understand diagrams, schematics and blueprints.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess current Texas driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is usually moderate.

Revised Date: November 2, 2015

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.