

## **Killeen Independent School District Job Description**

**Job Title:** Locksmith Apprentice  
**Department:** Facilities Services  
**Reports To:** Lead Locksmith  
**FLSA Status:** Non-exempt

### **SUMMARY**

Assists the Lead Locksmith in installing and repairing mechanical and electric door locking mechanisms.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Gathers tools and supplies to be used at work site

Prepares cores and makes keys

Maintains tools and equipment and keeps supplies and parts in order

Cleans work area, machines, tools, and equipment

Operates machinery in a safe and proper manner

Follows all safety codes and standards

Performs other routine duties

Performs other duties as may be assigned by the Lead Locksmith

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **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 general education degree (GED). Experience in mechanical and electric lock devices preferred.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos.  
Ability to write simple 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 learn locking devices technical information. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possess current Texas drivers 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 By: Frank Crayton, Director for Auxiliary Personnel  
Prepared Date: March 28, 2005

Prepared By: Tom Colvin, Director of Maintenance and Operations  
Prepared Date: March 28, 2005

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.