

**Killeen Independent School District  
Job Description**

**Job Title:** Locksmith  
**Reports To:** Supervisor for Maintenance Services  
**FLSA Status:** Non-exempt

**SUMMARY:**

Installs, repairs, rebuilds, and services mechanical or electrical locking devices.

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

Disassembles door locks and repairs or replaces lock parts as needed.

Installs and repairs all finish hardware.

Inserts new or repaired tumblers into lock to change combination.

Cuts new or duplicate keys.

Moves lock pick in cylinder to open door locks without keys. Opens locks by drilling.

Keeps records of company locks and keys.

Performs other duties as may be assigned by the Supervisor for Maintenance Services.

**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).

**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 locksmith diagrams, schematics, and blueprints.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possess current 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 moving mechanical parts, fumes or airborne particles, and vibration. The noise level in the work environment is usually moderate.

**Revised Date:** June 19, 2018

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.