



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9

Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	Locksmith
Department	Facility Services
Location	Maintenance
Reports to	Maintenance Foreman

Type of position:	Maximum Hours: 40 / week
<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Reporting to the Maintenance Supervisor, the Locksmith is responsible for the alteration, repair, maintenance and security of district and site master keying systems (e.g. doors, filing cabinets, etc.); repairs, services and maintains equipment (e.g. sergers, sewing machines, all scientific equipment/microscopes/balances, laminators, scissors); and works as a member of a team to ensure the timely resolution of general district maintenance requirements (e.g. snow removal and mail delivery), in accordance with applicable acts, regulations, policies and procedures.

## TYPICAL DUTIES

- maintains master keying system for district as a whole and component sites; consults on requirements; designs, obtains approval and implements new or revised lock and key combinations; maintains, updates and secures records of lock and key combinations throughout the district
- installs new locks; fabricates parts, repairs/replaces faulty components, cuts keys, rekeys and re-pins locks
- reviews key requests; confirms approvals and issues
- maintains and updates master list of "key holders" (e.g. entry, multi-site access)
- installs and repairs panic hardware and all types of door hardware
- repairs, cleans, replaces components, adjusts and tests equipment; sharpens all scissors; schedules and performs annual preventative maintenance program; maintains servicing log
- prioritizes work and repair requisitions; prepares work requisitions (as required)/reports status (e.g.

labour, costs)

- cleans, checks/confirms operational safety and performs routine maintenance on working equipment on a monthly basis; recommends new/replacement equipment
- monitors inventory; estimates, requisitions or purchases materials; verifies goods received
- assists with or resolves a variety of maintenance problems as required
- operates key cutter and lock-picking tools, lock installation kits, table saw, welder, computer (master key software package); and other standard maintenance tools
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

#### ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- completion of Grade 12 or equivalent
- over 2 and up to 3 years on-the-job experience including qualifying for certification

REVIEWED BY

*Title*

APPROVED BY

*Title*