



FOREMAN II-LOCKSMITH

DEFINITION:

Under the supervision of the assigned supervisor, provides a variety of skilled and semi-skilled work related to the maintenance and repair and installation of locksmith equipment including master keying, inventory accountability and keyless access control; oversees and provides work direction to assigned employees within the locksmith department; assists in the inspection of new construction; supports school site improvements and modifications; prepares and maintains records and reports.

DISTINGUISHING CHARACTERISTICS:

The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties. The Foreman I classification is the entry-level classification in the Foreman series. The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Installs, repairs, and maintains all types of door and lock hardware; rekeys individual locks, departments, and facilities as directed.
- Assists in setting up keying schedules for new and old facilities; assists site managers in setting-up and maintaining a key control system.
- Prepares and maintains records and reports related to assigned activities; maintains records of keying schedules, key change and key issuance; processes work requests per established procedures; prepares materials order requests.
- Ensures assigned equipment is maintained in clean and operating condition; maintains equipment and inventory of materials needed to perform tasks.
- Assists in the planning, estimating, scheduling and ensuring the quality control of work performed within the locksmith maintenance area; coordinates work with different trades as needed.
- Provides work assignments and assists in establishing priorities; confers with trade journeymen to formulate work schedules accordingly; inspects work assigned for quality and safety.
- Provides job cost estimates; requests and receives proposals from outside contractors for repairs and services.
- Ensures compliance with work safety practices; oversees condition of assigned vehicles, equipment and work spaces to ensure compliance with established standards.
- Confers with the Administrator of Building Maintenance Services regarding work schedules, project priorities, equipment and material stocks.
- Assists with and performs construction and maintenance-related activities as assigned by the position.
- Assists District inspectors with inspection of new construction and modernization projects as assigned by the position.
- Assists with performing budgeting and expenditure duties for the locksmith shop as assigned by the position.
- Assists with making various signs related to assigned activities throughout the District.
- Operates equipment related to assigned activities including office equipment, a computer and assigned software.
- Drives a vehicle to conduct work.

QUALIFICATIONS GUIDE

Knowledge of:

- **Methods, materials and equipment related to the maintenance and repair of key and lock.**
- **General maintenance practices related to assigned duties.**
- **Trade terminology and practices common to the building trades.**
- **Operation and maintenance of tools and equipment used in the locksmith trade.**
- **Technical aspects of the locksmith trade.**
- **Principles of providing work direction.**
- **Appropriate safety precautions and procedures.**
- **Interpersonal skills using tact, patience and courtesy.**
- **Oral and written communication skills.**
- **Record-keeping techniques.**

Ability to:

- **Plan, layout and oversee the work of assigned journey-level workers in the locksmith department.**
- **Estimate costs of labor and materials for projects.**
- **Work from blueprints, sketches or diagrams.**
- **Understand, carry out and give oral and written instructions.**
- **Communicate effectively, provide direction and maintain cooperative working relationships.**
- **Use standard office equipment as assigned.**
- **Provide work direction and guidance to assigned personnel.**
- **Plan and lay out locksmith work.**
- **Maintain a key control system.**
- **Observe health and safety regulations and procedures.**
- **Communicate effectively both orally and in writing.**
- **Establish and maintain cooperative and effective working relationships with others.**
- **Meet schedules and time lines.**
- **Understand and follow oral and written instructions.**
- **Work independently with little direction.**
- **Maintain records and reports related to work performed.**

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and five years' journey-level experience in the structural or mechanical trades including three years in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

- **Valid California Class C 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.

- **Bending at the waist, kneeling or crouching.**
- **Reaching overhead, above the shoulders and horizontally.**
- **Dexterity of hands and fingers to operate assigned tools and equipment.**
- **Seeing to observe and perform repairs.**
- **Hearing and speaking to exchange information.**
- **Sitting and standing for extended periods of time.**
- **Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100**

pounds with assistance.

- Climbing ladders.

WORK ENVIRONMENT:

Indoor and outdoor 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. Seasonal heat and cold or adverse weather conditions. Regular exposure to fumes, dust, dirt, oil/grease. Driving a vehicle to conduct work. The noise level in the work environment is usually moderate. Hazards include:

- Working around or with machinery having moving parts.
- Exposure to chemical fumes and particles.
- Working at heights.

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