



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Security Engineer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 57 Range:

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform skilled locksmith work in the installation, maintenance, repair and alteration of locks on doors and cabinets.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks on doors and cabinets; maintain organizational master key systems as required; re-key plugs and locks as needed
- Inspect, install, adjust, and repair door and cabinet locks, fence locks, file cabinet locks, panic hardware, door closures, and make key; repair and replace vandalized locks and other related hardware
- Review and recommend master coding keying for new and remodeled facilities
- Troubleshoot, repair and rebuild various types of locks; replace various lock components as appropriate; install and adjust closures and other parts; change lock combinations; repair lockers
- Disassemble locks and replace worn tumblers, springs, and other parts; select key blanks and operate key-cutting machine to make original or duplicate keys; order locks and other related hardware; maintain related records
- Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; adjust hinges and other door components as necessary
- Operate a variety of equipment including a key code machine, pin kits, key gauges and a variety of hand and power tools; drive a vehicle to conduct work
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed

- Plan, organize and lay out assigned tasks; interpret diagrams, sketches and specifications; work from verbal and written instructions and work orders
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns
- Maintain various records related to master keys, combinations, work orders and assigned activities
- Maintain shop and work areas in a safe, clean and orderly condition
- Respond to emergency lock opening and key needs as required

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods, procedures, equipment and materials used in the installation, maintenance, repair and adjustment of locks and related components

Building codes related to the locksmith trade

Operation and maintenance of tools and equipment used in the locksmith trade

Proper methods of storing equipment, materials and supplies

Master key systems and key coding techniques

Technical aspects of the locksmith trade

Appropriate safety precautions and procedures

Oral and written communication skills

Record-keeping techniques

ABILITY TO:

Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks on doors and cabinets

Operate and maintain specialized machinery, equipment and tools utilized in the repair, installation and maintenance of locks and related components

Make and duplicate keys as needed

Replace defective parts and components as necessary

Code keys and maintain master key system

Observe health and safety regulations and procedures

Communicate effectively both orally and in writing

Work cooperatively with others

Meet schedules and time lines

Understand and follow oral and written instructions

Work independently with little direction

Maintain various records related to work performed

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years journey-level experience in locksmithing

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Regular exposure to fumes, dust, dirt, oil/grease

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools

Hearing and speaking to exchange information

Seeing to read and perform locksmith functions

Lifting, carrying, pushing or pulling objects typically weighing 50 – 100 pounds

Reaching overhead, above the shoulders and horizontally

Bending at the waist, kneeling or crouching

Sitting or standing for extended periods of time

HAZARDS:

Working around sharp objects and with machinery having moving parts