

LOCKSMITH

THE PURPOSE of the Locksmith is to perform bench, machine and hand tool work involved in the installation, maintenance and repair of locks, latches, door closers and related equipment.

ESSENTIAL FUNCTIONS

- Maintain lock systems in all Milwaukee Public Schools (MPS) facilities;
- Maintain security associated with lock systems and the distribution of keys and system information;
- Set up key systems to a master and submaster level for large and small buildings;
- Carry out a lock preventive maintenance program;
- Maintain records on locks and key systems;
- Operate key cutting machines;
- Make modifications to locks, special parts for locks, door checks and panic bars;
- Rekey all types of locks;
- Perform other job-related duties as required.

NOTE: *Milwaukee Public Schools Locksmiths are on 24-hour call-in duty and in case of emergencies may be called in at any time.*

MINIMUM REQUIREMENTS:

1. Valid State of Wisconsin Motor Vehicle Operators license and availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment (car allowance provided).
2. Successful candidates must furnish basic locksmith's hand tools.
3. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.
4. Certification in the Environmental Protection Agency (EPA) Asbestos Abatement Training Program within 6 months of appointment.
5. Confined space training within 6 months of appointment.
6. Good physical condition as evidenced by successful completion of an MPS-administered medical examination, including cardiopulmonary assessment.

PREFERRED QUALIFICATIONS: Significant familiarity with tools and the skills required to perform the functions described above.

THE CURRENT SALARY IS: \$28.62 per hour with excellent benefits.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Skill in identifying lock hardware applications;
- Skill in repairing and installing panic bars, door closers, locksets and deadbolts;
- Skill in rekeying and repairing locks on file cabinets, desks, wall cabinets, doors, garage overhead doors, panic bars and gate locks;
- Ability to cut keys to factory specifications;
- Ability to install and maintain electric access controls;
- Ability to maintain proper key records for MPS buildings;
- Knowledge of ADA compliance codes, building codes and life safety codes;
- Written and oral communication skills;
- Knowledge of basic computer operation desirable;
- Knowledge of safe and vault locks desirable.
- Ability to lift 50 lbs. or more of equipment or material on a daily basis.

Persons hired as Locksmiths are expected to be able to perform the functions typically associated with this trade at the journey level.