



LOCKSMITH
Operations Services Department

Position Title: Locksmith

Classification: Trades 2 – NSUPE

Job Summary:

The Locksmith contributes to the effective operation of the Physical Plants within the Halifax Regional Centre for Education and is responsible to repair, install, maintain, adjust and service all types of locks and hardware for buildings, furniture and vehicles within the Board. The Locksmith will also cut and issue keys; implement, troubleshoot, repair and program computerized access control systems; maintain and repair automatic door openers, door closing units, control gates and other associated access hardware; estimate cost, time and materials for locksmith projects; and participate in the maintenance and operations of a locksmith shop. This position requires mechanical aptitude, physical capability and tradesperson competence. The Locksmith reports to the Regional Assistant Managers and takes direction from on duty Managers.

Competencies Required:

The Locksmith shall have the following competencies:

- (a) A thorough knowledge of methods, materials and tools used in the locksmith trade, including complex access and control systems; knowledge of all types of locks, fastening devices and related hardware; and knowledge of computerized and electronic control and locking systems;
- (b) The ability to work and communicate effectively within a team environment;
- (c) The ability to employ effective writing skills to communicate with the Board and external service providers and to provide written and verbal reports as required;
- (d) The ability to organize, prioritize and multi-task in the scheduling and completion of work requirements;
- (e) The ability to react effectively to emergencies or other changes in work environment that require immediate re-prioritizing of tasks;
- (f) The ability to maintain a professional appearance and attitude on the job;
- (g) The ability to work within a team or individually, as required, with minimal supervision;
- (h) An understanding of, and ability to carry out, policies and procedures developed by the Operations Services Department and the Board;
- (i) The ability to work, support and communicate effectively within the various sites, Operations Services Department, other Departments of the Halifax Regional Centre for Education, and third parties including students, school staff, parents, and outside entities;
- (j) The ability to read and interpret schematics, plans and diagrams for installation and repair of lock systems and hardware;
- (k) Knowledge of applicable regulatory, building and trades guidelines and codes;
- (l) The desire and ability to engage in continuing education and skills upgrading;
- (m) The ability to understand and promote confidentiality as the norm;
- (n) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (o) Knowledge of Health & Safety procedures, which include fire and emergency plans, and Department of Labour procedures.

Qualifications:

- (a) Grade 12 High School Diploma or academic equivalent such as a Graduated Equivalent Diploma;
- (b) Diploma or certification of qualification specializing in a locksmith or carpentry trade or equivalent combination of training and experience;
- (c) Relevant locksmith experience in installation, maintenance, troubleshooting and key cutting;

JOB DESCRIPTION...2

- (d) Valid Nova Scotia driver's license and satisfactory driving record;
- (e) Physical and mechanical aptitude to perform a full range of maintenance and manual tasks.

JOB DESCRIPTION...2

Specific Job Components:

The Locksmith, Operations Department, shall perform tasks as assigned by the Assistant Manager of Trades. These tasks may vary, from time to time, with the evolution of the organization and may include, but not be limited by the following:

- (a) Install, adjust, maintain and service locks and related equipment and hardware such as doors, automatic electric doors, windows, lockers, panic hardware and magnetic keying systems to ensure safe operation of access systems;
- (b) Carry out emergency, planned and preventative maintenance on all assigned equipment within the Board as requested;
- (c) Respond to emergency calls regarding lock and other access hardware systems both during and after regular hours of work;
- (d) Produce, install and/or modify hardware for locks;
- (e) Make new or duplicate keys from existing keys, patterns or codes; replace broken or lost keys using key cutting machines;
- (f) Disassemble mechanical or electrical locking devices, and repair or replace worn tumblers, springs, and other parts using hand tools;
- (g) Design and maintain master key system by keeping records of company locks and keys, using a secure, electronic database;
- (h) Open locks for which there is no key or existing combination;
- (i) Design, implement and maintain preventative maintenance program;
- (j) Clean, maintain, adjust, calibrate and service equipment used in the performance of duties;
- (k) Read and interpret building and hardware plans and specifications;
- (l) Ensure duties are performed in a fiscally responsible manner while observing all safety practices and regulations;
- (m) Maintain clean and orderly conditions in all working areas, including shop, vehicle and school sites;
- (n) Ensure that all work is performed to the highest quality workmanship and according to standard practices, procedures and codes;
- (o) Maintain appropriate records including complete equipment repair history, work orders, vehicle records, inspections/test reports, maintenance logs and other related data;
- (p) Maintain assigned vehicle in an orderly manner and performs daily operational checks;
- (q) Determine and maintain sufficient material inventory, including sourcing correct replacement parts and suppliers, ordering supplies and replacement parts, properly stocking vehicle and regularly recording vehicle inventory;
- (r) Liaise with consultants, contractors, inspectors, suppliers, and other departments on maintenance and project work;
- (s) Other related duties as assigned.

Work Environment (Equipment, Demands, and Hazards):

- (a) Ability and dexterity in use of various manual and powered hand tools and with manual labour tasks;
- (b) Work involved with high voltage power systems, pole mounted, ceiling mounted and moving equipment;
- (c) Occasional periods of high levels of physical exertion are needed. This includes heavy lifting, climbing, crouching, balancing, reaching, stooping, carrying, working in confined spaces, above or below normal temperatures, etc;
- (d) Working at times with very small parts, in areas of public access including office, classroom and mechanical room environments, both individually and with others;
- (e) Required to travel between various sites within HRSB using assigned vehicle;
- (f) Requires predominately walking and standing and manual labour tasks. Normal work period is spent indoors with occasional outdoor periods;
- (g) Requires use of personal protective equipment appropriate for specific tasks. Must provide own hand tools;
- (h) Hours of work and terms of employment subject to Collective Agreement. Work evenings, days, and weekends as required.
- (i) Must maintain a neat and tidy appearance. HRSB identification must be worn and visible at all times during work shift.