



Trades 8 / Facilities Security

Purpose Statement

The job of Trades 8 / Facilities Security is done for the purpose/s of overseeing general security for District facilities; installing, repairing, or removing locks and keyed systems, including electronic locking systems; ensuring completion of projects in accordance with trade standards; maintaining the security of exterior and interior doors and windows; providing information on the proper uses of equipment; coordinating with outside contractors as needed, and assisting other skilled trades as assigned.

This job reports to Director of Maintenance

Essential Functions

- Confers with immediate supervisor and assists with the coordination of day to day maintenance activities for the purpose of ensuring the proper and efficient maintenance and repair of District buildings, facilities and grounds.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Cuts new or duplicate keys (e.g. building and vehicle keys, file cabinets, desks, cabinets, intrusion alarms, lost or stolen locks/keys, etc.) for the purpose of providing the county with a master key system and ensuring security of its facilities.
- Diagnoses causes of problems and/or failures in security systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Inspects completed work for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.
- Installs locking system (e.g. doors, door hardware, closures, panic hardware, changes lock combinations, security bolts, etc.) for the purpose of maintaining a safe and secure facility.
- Maintains a variety of files and records (e.g. time sheets, inventory, work orders, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and audit trail.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares reports and written materials related to assigned activities and personnel (e.g. daily log, time and materials, key and material records, key inventory, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment and supplies (e.g. pin segments, key blanks, hardware, etc.) for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Re-keys locks and changes combinations for the purpose of ensuring security of facilities.
- Repairs security related systems and/or hardware (e.g. locks, lockers, door hardware, etc.) for the purpose of ensuring that items are functional and meet building security requirements.

- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in locksmith trade; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in locksmith trade; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 35% walking, and 30% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment Drug Screening
Pre-employment Physical Exam

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

