

# Hardware / Locksmith Supervisor

## Position Details

Class Code: 7590

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, plans, schedules, supervises and inspects the work of locksmiths.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Schedules, supervises and inspects the work of locksmiths.
2. Inspects sites to determine material/labor needs and costs.
3. Prepares diagrams and sketches of work to be completed.
4. Approves or disapproves work on completion.
5. Meets with contractors regarding the inspection of work in progress and completion of work for payment.
6. Monitors supplies and equipment budget.
7. Maintains records for safe combinations, registered keys and codes for keys to cut duplicates.
8. Reviews, edits and submits payroll cards, special purchase orders (SPOs), work requests, etc., for processing.
9. Coordinates work with school activities and other trades/crafts.
10. Provides input for the evaluation of assigned staff.
11. Researches equipment and/or materials and assists with development of specifications.

12. Orders parts, supplies, and equipment and maintains inventory.
  13. Operates key-cutting machines.
  14. Rekeys locks up to and including Level-4 systems.
  15. Changes combinations, services, and makes repairs to safe locks.
  16. Installs, adjusts, repairs, and services doors, electronic doors, door locks, electronic locks, hinges, door closers and panic hardware.
  17. Repairs and/or adjusts roof hatches and in-ground door closers.
  18. Evaluates new equipment proposed by contractors.
  19. Communicates and meets with Clark County School District (CCSD) staff to respond to concerns regarding equipment, building security, project completion, etc., as related to lock hardware and related work.
  20. Secures vandalized buildings/facilities.
  21. Conforms to safety standards, as prescribed.
  22. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves planning, supervising, scheduling, and inspecting the work of locksmiths.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of national, state, and local fire and uniform building codes, life safety and Americans with Disabilities Act (ADA) code requirements.
2. Knowledge of master keying.
3. Knowledge of building construction.
4. Knowledge of building codes along with state and local ordinances.
5. Ability to develop, learn, and apply safe operating and work procedures.
6. Ability to meet predetermined deadlines.
7. Ability to provide cost estimate information.
8. Ability to read and interpret written/verbal instructions.
9. Ability to plan and organize work.
10. Ability to communicate verbal instructions.
11. Ability to supervise and evaluate employees.
12. Ability to safely move and relocate heavy objects.
13. Ability to work flexible hours/shifts.
14. Ability to work in confined areas.
15. Ability to withstand heights and perform work safely.

16. Ability to work cooperatively with employees, contractors, and the public.
  17. Ability to recognize and report hazards and apply safe work methods.
  18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) years of experience as a locksmith (commercial/institutional lock and hardware).

**NOTE:** As part of the selection process, a test for knowledge and skills will be given to selected applicants during the interview process.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

### **Conditions of Employment**

Successful completion of an extensive background check/investigation is required.

### **Preferred Qualifications**

One (1) year of supervisory experience.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Safe driving record.
  5. Forklift qualification card, if applicable.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

CCSD facilities – offices and schools (classrooms, computer labs, locker rooms, cafeterias, gymnasiums, restrooms), building rooftops.

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## Work Environment

### Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

### Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods; occasional electrical shock hazards.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

CCSD-issued/personal vehicles, screwdrivers, wrenches, pry bars, pliers, chisels, punches, ratchets and sockets, drills, box joint cutters, hacksaws, mortise lock jigs, tap and die sets, ladders, fire extinguishers, threadlockers, bench and electric disk grinders, torches, volt-ohm meters, micrometers, dial calipers, forklifts, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 04/05/24
- Created: 12/01/87