

SHAWNEE COUNTY, KANSAS
Position Description
**Maintenance Technician II/
Locksmith**

POSITION NUMBERS: FM1015A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position acts as a lead worker and provides building maintenance and repair tasks in a variety of building and mechanical trades for Shawnee County government facilities. Performs locksmith duties as assigned. Performs other duties as assigned. This position is supervised by the Facilities Management Superintendent.

WORK PERFORMED

- 30% Maintenance and Repair.** Maintenance of boilers and air conditioning units including tear down, cleaning and repair of boilers on an annual basis. Daily logging and inspection of all equipment. Annual cleaning of inner workings of A/C units including rebuilding of pumps, cleaning of cooling tower including quarterly general upkeep and inspection of air handlers and all equipment involved in heating and air conditioning.
- 25% Leadworker.** Leads and instructs the Maintenance Technician I positions on proper completion of tasks. Assigns tasks. Inspects and reviews work to ensure projects are complete. Trains employees. Explains and demonstrates the proper use of equipment used on the job. Checks work procedures and products. In the absence of the Superintendent or Director of Facilities Management, leads crew in completing the tasks assigned and directs the overall operations of the area assigned.
- 10% Locksmith.** Installs, repairs, and maintains various locks and security systems, including cutting keys, changing lock combinations, and performing emergency lockout services, while also maintaining accurate records of keys and work orders. Maintains records of changes and additions to the organization's key systems. May make minor repairs to doors, windows, file cabinets and or desks. May assist with access control and securing county property.
- 15% Facilities Operations.** Inner office work, such as moving office equipment and furniture and general physical work of delivery and moving items as needed. Drives to outlying facilities and other addresses for deliveries and service calls. Drives to forestry dump, metal recycling and other disposal needs. Manages, orders and picks-up mail totes for County use.
- 10% Carpentry.** Carpentry work including building tables, shelves, cabinets etc.
- 10% Plumbing.** Commercial plumbing including new installation, drain cleaning and ongoing repairs of existing plumbing including toilets, water heaters, sinks, shut-offs, etc.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Effective leadership skills.
- The occupational hazards and safety precautions of the mechanical and building trades.
- General construction procedures including electrical, plumbing, masonry and carpentry work.
- Applicable work safety rules and procedures.
- The standard practices, methods, materials and tools of the mechanical and building trades.
- Familiarity with relevant laws and regulations pertaining to locksmithing and security systems.

Ability to:

- Organize and instruct employees performing various tasks.
- Communicate clearly and effectively, both orally and in writing, using the English language.
- Understand and follow oral and written instructions.
- Drive a motor vehicle.

Skill in:

- The use of tools used in maintenance, locksmith and repair work.
- Install, repair, and maintain various types of locks, including mechanical, electronic, and combination locks.
- Cut new or duplicate keys using key-cutting machines and tools.
- Proficiency in using locksmithing tools and equipment.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation			X	
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-65 lbs.	X				Around Moving Machinery			X	
ARMS					Carrying	X				Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes			X	
Lifting-65 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling			X		Squatting	X				Sustained Positions	X			
Carrying	X				Turning	X				Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards			X	
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision			X		Sitting	X				Work Below Ground	X			
Color Vision			X		Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic			X	
EARS					Turning	X				Exposure to Marked Changes in				
Hearing			X		Lifting-65 lbs.	X				Temperature and Humidity			X	

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EQUIPMENT USED

Air Conditioners	Tractor	Power Tools-
Air Compressors	Lawn Mowers	Electric/Pneumatic
Electric Pumps	Personal computer	Snow Blower
Electric Motors	Printer	Locksmithing Tools &
Boilers	Telephone	Equipment
Hand Tools	Lawn Edger	Key-Cutting Machine
Welders	Weed Eaters	

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Five (5) years' experience in two (2) or more of the mechanical and/or building or locksmith trades.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Completion of an apprenticeship or vocational training program in locksmithing is preferred.
- Previous experience in locksmithing or a related field is preferred.

SPECIAL REQUIREMENTS

- Required to pass a comprehensive background check, pre-employment physical/drug screen, and a review of driving record.
- Required to lift up to sixty-five (65) pounds.
- Valid locksmith license or certification within six (6) months from date of hire, if not available at the time of hire.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name	Date
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Administering Supervisor's Signature / Printed Name	Date
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Appointing Authority's Signature / Printed Name	Date
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Created: 05/09
Revision History: 04/25