



BERKELEY UNIFIED SCHOOL DISTRICT  
Human Resources Department

CLASSIFICATION AND  
POSITION DESCRIPTION

TITLE:	Security Engineer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 57 Range:

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform skilled locksmith work in the installation, maintenance, repair and alteration of locks on doors and cabinets.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform skilled locksmith work in the installation, maintenance, repair and alteration of locks on doors and cabinets; maintain organizational master key systems as required; re-key plugs and locks as needed

Inspect, install, adjust, and repair door and cabinet locks, fence locks, file cabinet locks, panic hardware, door closures, and make key; repair and replace vandalized locks and other related hardware

Review and recommend master coding keying for new and remodeled facilities

Troubleshoot, repair and rebuild various types of locks; replace various lock components as appropriate; install and adjust closures and other parts; change lock combinations; repair lockers

Disassemble locks and replace worn tumblers, springs, and other parts; select key blanks and operate key-cutting machine to make original or duplicate keys; order locks and other related hardware; maintain related records

Perform preventive maintenance on locks and hardware including cleaning, lubricating and tightening parts; adjust hinges and other door components as necessary

Operate a variety of equipment including a key code machine, pin kits, key gauges and a variety of hand and power tools; drive a vehicle to conduct work

Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Plan, organize and lay out assigned tasks; interpret BT/F 71.0 assign

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Any combination equivalent to: graduation from high school and four years journey-level experience in locksmithing

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Regular exposure to fumes, dust, dirt, oil/grease

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools

Hearing and speaking to exchange information

Seeing to read and perform locksmith functions

Lifting, carrying, pushing or pulling objects typically weighing 50 – 100 pounds

Reaching overhead, above the shoulders and horizontally

Bending at the waist, kneeling or crouching

Sitting or standing for extended periods of time

HAZARDS:

Working around sharp objects and with machinery having moving parts