

Locksmith/Hardware Technician

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the supervision of the Manager of Building Maintenance, the Registered Locksmith/Hardware Technician work includes skilled and advanced locksmith and door hardware repairs.

ESSENTIAL POSITION RESPONSIBILITIES

- Install, maintain, repair all aspects of commercial doors and window systems including but not limited to, mortise door locks, cylinder door locks, classroom intruder door locks, deadbolt locks, door closures, hinges, glass, glazing, weatherstripping, padlocks, file cabinet and desk drawer locks, and student locks
- Record keying systems and key schedules of each building in the system, solve keying problems, re-key locks to satisfy security needs
- Open and set combination for safes and vaults
- Install, troubleshoot, repair automatic openers and electrified door hardware used for doors with card reader access for security installations
- Review construction plans and inspect new hardware installations
- Respond to emergency situations for the purpose of resolving immediate accessibility and safety concerns

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent knowledge of the methods, equipment and tools of the locksmith/hardware mechanic trade
- Working knowledge of various key lock systems including electric/electronic locking devices
- Ability to install, repair, adjust, and/or replace worn tumblers, springs, and other parts in locks, locking systems, door closures and locking devices
- Ability to install, maintain, repair Mortise locks, deadbolts, cylinder locks, classroom locks, padlocks, file cabinet locks, and student locks
- Ability to opens locks, re-key locks, and make new keys using key cutting machine for various types of locks
- Ability to install, repair, assemble and disassemble a wide variety of locks and safes
- Ability to cut and install different types of windows and door glass
- Skill in the use and care of tools and equipment of the locksmith trade

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- High school diploma or GED equivalent.

Experience:

- Five (5) years' experience in commercial locksmith services

PREFERRED QUALIFICATIONS

- Training Certification from Best Lock Institute and Medico Keymaster X4 patented key systems
- Training Certification from Sentry Safes and Gardall Safes
- Locksmith experience within a school system or government institution
- Experience with SchoolDude web-based work order entry system
- Experience in Microsoft Office (Outlook, Windows, Excel, PowerPoint, and Word)

LICENSURE

- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record

PRE-EMPLOYMENT PHYSICAL

- The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

EMPLOYEE SAFETY:

- The employee is responsible for using safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to his particular job. The employee is further responsible for correcting and/or reporting any conditions within the building or grounds that may be hazardous to employees, students or staff members assigned to the building.
- The employee is responsible for the safety and maintenance condition of their assigned vehicle.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the American Federation of State, County, and Municipal Employees (AFSCME) employee bargaining unit. This position is Grade 7 on the Audio Visual/ Grounds/ Maintenance/ Warehouse salary scale, \$20.71 to \$36.99 per hour. Actual placement will be in accordance with the salary

procedures of the Howard County Public School System and the AFSCME Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is non-exempt.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction) are required to verify that you meet the minimum qualifications.
- Three references from supervisors

For questions regarding this vacancy, please contact:

Laurie Watts
Human Resources Business Partner
Recruitment Specialist
(410) 313-1521
laurie_watts@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.