

**2022-2023 Auxiliary Pay Plan  
Crowley ISD**

<b>Pay Grade</b>	<b>Job Title</b>	<b>Calendars</b>	<b>Minimum Midpoint Maximum</b>		
<b>1</b>	Grounds Crew	Hourly	<b>\$14.82</b>	<b>\$18.07</b>	<b>\$21.33</b>
	Mail Carrier/Dispatcher	260 Days	30,826	37,586	44,366
	Night Security				
	Roofer				
	Warehouse Worker/Delivery				
<b>2</b>	General Maintenance Worker	Hourly	<b>\$16.90</b>	<b>\$20.61</b>	<b>\$24.31</b>
	Grounds/Licensed Lawn & Ornamental Control	260 Days	35,152	42,869	50,565
	Grounds/Licensed Pest Control				
	Grounds/Licensed Weed Control				
	Lead Night Security				
	Painter/General Maintenance				
<b>3</b>	Carpenter/General Maintenance	Hourly	<b>\$18.93</b>	<b>\$23.07</b>	<b>\$27.22</b>
	Facility Inspection Technician	260 Days	39,374	47,986	56,618
	Small Engine Repair				
<b>4</b>	Fire Alarm Technician	Hourly	<b>\$20.63</b>	<b>\$25.15</b>	<b>\$29.69</b>
	Ground Crew/Landscape & Irrigation Specialist	260 Days	42,910	52,312	61,755
	HVAC Tech I				
	Licensed Pest Control Lead				
	Locksmith				
	Senior Painter/General Maintenance				
<b>5</b>	Food Service Equipment Technician	Hourly	<b>\$21.66</b>	<b>\$26.42</b>	<b>\$31.17</b>
	HVAC Tech II	260 Days	45,053	54,954	64,834
	Journeyman Electrician				
	Journeyman Plumber				
	<b>Licensed Locksmith</b> Procurement Specialist				
<b>6</b>	Carpenter Lead	Hourly	<b>\$23.18</b>	<b>\$28.26</b>	<b>\$33.35</b>
	Electrician Lead	260 Days	48,214	58,781	69,368
	HVAC Tech III, Specialist				
	Licensed Locksmith Lead				
	Plumber Lead				
	Roofer Lead				

## LICENSED LOCKSMITH JOB DESCRIPTION

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**Job Title:** Licensed Locksmith

**Wage/Hour Status:** Nonexempt

**Reports to:** Manager of Maintenance & Operations

**Pay Grade:** AUX 5 (Aux Cal)

**Dept./School:** Maintenance

**Date Revised:** 12/2022

### **Primary Purpose:**

As Senior Industrial Locksmith, provide leadership and training as needed to other district locksmith employees, and perform skilled work in construction, alteration, repair, and installation of all building door hardware and other security devices throughout the district, and other duties as assigned for the efficient operation of the Maintenance Department and the district.

### **Qualifications:**

#### **Education/Certification:**

High school diploma or GED

Valid Texas driver's license

**American Locksmith of America (ALOA) License**

#### **Special Knowledge/Skills:**

Extensive knowledge of equipment, materials, methods, practices, and tools used in locksmith trade  
Ability to master key Corbin/Russwin IC core locks and a variety of other manufacturers' lock cylinders

Ability to read and understand blueprints, specifications and diagrams

Ability to follow written and verbal instructions

Ability to work independently with little direction and with other district maintenance personnel

Experience in CCTV and Access Control Security Systems desirable but not required

#### **Experience:**

Three years minimum experience in Industrial Locksmith in K-12, or university level system

Ability to implement and operate a district wide key tracking system

### **Major Responsibilities and Duties:**

#### **Maintenance and Repair**

1. Provide and maintain a complete and secure record of the district's master keying systems.
2. Perform a wide variety of skilled industrial level locksmith work on the installation, maintenance and repair of all facility locks and other security devices throughout the district.
3. Receive and complete work orders on a timely basis.
4. Maintain a working inventory of door hardware, various locks, cylinders, keying supplies and other items required to maintain the district's door security systems.

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- 5. Provide and maintain preventative maintenance schedules at all district facilities.
- 6. Respond to emergency, after hour and weekend calls as required or needed.

**Safety**

- 7. Perform preventive maintenance on tools and equipment.
- 8. Operate tools and equipment according to established safety procedures.
- 9. Ensure that equipment is in safe operating condition.
- 10. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- 11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

**Other**

- 12. Perform any and all duties as assigned.
- 13. Successfully advances district initiatives.

**Supervisory Responsibilities:**

Act as lead for the locksmith department.

**Equipment Used:**

Trade tools and equipment, key duplication machine, HPC code machine, materials, methods, and techniques used in the skilled locksmith trade for maintenance and repair.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Frequent walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting and carrying. Work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises, fumes, and toxic chemicals. Frequent districtwide travel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not a exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_