



Durham Catholic District School Board
Catholic Education: Learning and Living in Faith

LOCKSMITH (All Purpose) Temporary Position

The Durham Catholic District School Board is a publicly funded Catholic school board located in Durham Region, east of Toronto, Ontario. We are an inclusionary system with 38 elementary schools 7 secondary schools and 6 Alternative and Continuing Education sites. We serve approximately 21,150 elementary and secondary students.

Qualified candidates are invited to apply for a Temporary Locksmith (All Purpose) position:

Start Date: As soon as possible

End Date: February 2, 2018

Please send your resume and certificate(s) of qualification(s) to hr@dcdsb.ca on or before 4:00 p.m. on Friday, September 8, 2017. Please add "Locksmith (All Purpose) applicant in email subject line.

For more information, please see the attached job description and visit us at www.dcdsb.ca (Careers) Click on View Current Job Opportunities – Support Staff Positions.

John Rinella
Chair of the Board

Anne O'Brien
Director of Education

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www.dcdsb.ca



POSITION DESCRIPTION

Title	All Purpose (Locksmith)	
Location/Department	Facilities Services	
Reports to	Manager of Custodial and Maintenance Services	
Affiliation	C.U.P.E. Local 218 Custodial/Maintenance	
Salary Grade/Range	Band 7	
Date	April 2017	Page 1 of 2

POSITION SUMMARY

This position reports to the Custodial and Maintenance Manager or designate and is primarily responsible for the repair and maintenance of doors and door hardware, keying of locks, maintaining locking system and new installation of doors complete with all associated hardware.

DUTIES AND RESPONSIBILITIES

- Regularly inspects, repairs, or replaces if required doors and all associated hardware.
- Creates and maintains keying systems for various schools and provides keys for schools and portable classrooms as required.
- Repairs, restores or replaces all locks on doors, windows, flagpoles, cabinets, etc., door closers, door panic bars and door weather stripping.
- Installing and maintaining electric strikes, handicap openers and other electric or electronic door hardware.
- Maintains inventory stock on all door and related hardware, advises Manager prior to any major purchase.
- Performs all assigned work indicated on inspection reports from Fire Department, Health Department and Joint Health and Safety Committee.
- Performs electrical repairs if required.
- Assists other Facilities Services staff as required.
- Performs other duties related to All Purpose duties.



POSITION DESCRIPTION

(continued)

Title: All Purpose (Locksmith)	
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PREREQUISITE OF QUALIFICATIONS

- Completed locksmith training from an industry recognized school or equivalent and is bondable if required.
- More than three (3) years related experience.
- Ability to create and understand various keying systems.
- Has knowledge of general industry hardware.
- Has general knowledge and capability of all-purpose duties including general carpentry skills.
- Punctuality and regular attendance.
- Must have valid Ontario Driver's license.

Pursuant of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require additional information of accommodation, please contact Sonja Ruby, Human Resources Assistant, at sonja.ruby@dcdsb.ca prior to submission of application so that appropriate arrangements can be made.